

Assistant Consultant - Executive Interim





About us

Faerfield helps solve key leadership challenges, enabling organisations to build teams that deliver better services. We support organisations to acquire new senior talent on both an interim and permanent basis, whilst supporting them to maximise the performance of existing colleagues. We focus on the behaviours, values and attitudes which define effective 21st century leadership – whatever someone’s background.

Over the last three years have established ourselves as trusted partners to local government and the wider public and not for profit sectors. Our relentless focus on high quality engagement with everyone that connects with our business has helped to fuel our growth. We are human beings, so we don’t always get it right, but we understand that building relationships of trust with those we work alongside, creates long term value for everyone.

To continue our journey and help more people, we are looking for new colleagues to join us. As you might expect, we are open minded about people’s backgrounds. We believe that attitude, values and behaviours are more important drivers of success than simply skills or knowledge which can be learnt or experience that can be gained in the right environment.

Why join us?

- You’ll join a team that works together, with a sense of common purpose. We strive to always support each other to thrive, not just as employees but as people.
- We believe in individual talent, and we will put trust in you and help you fulfil your potential. We also recognise the importance of a team in delivering success, and you will have the opportunity to learn from successful, highly rated colleagues with decades of experience to share.
- We use an agile business model, offering you the opportunity to work in a way that suits you. We will give you everything you need to comfortably work from home; however, we also have modern, practical workspaces in Birmingham and central London that you can also use.
- You will be working with some of the highest profile leaders across the local government and not-for-profit sectors, helping our clients build high performing executive teams. As a result, you will be helping to make positive change in communities across the UK.
- You will be able to contribute to the growth of a successful, compassionate business that prioritises people over profit. We know that better decision-making comes when different voices are heard. Your input, knowledge and experience will be valued and encouraged from day one.
- We believe in the principles of social value and provide opportunities for everyone in the business to contribute to wider society in a variety of ways.
- Our clients come from all walks of life and so do we. We are looking for great people from all backgrounds and experiences to enrich not only our work, but our lives. If you share our values and want to make a difference to people across the country. Faerfield is the place for you.



Role Profile

Role:	Assistant Consultant - Executive Interim
Reporting to:	Partner
Salary:	Competitive, depending on experience
Location:	Agile with ability to travel to either Birmingham or London

Purpose

To work closely with and support our team in providing the very best senior interim candidates to our clients. You will identify, source and recommend suitable candidates to enable assignments to be delivered to the very highest standards, whilst providing a first-class candidate experience to our network.

Progression

This role provides an opportunity to gain a sound understanding of senior recruitment and a chance to grow with our business. It could provide the first step in recruitment and for the right person, promotional opportunities into consultant roles and beyond are available.

Priorities

- Demonstrate and live the Faerfield key behaviours and ways of working and contribute to the overall development and success of the organisation.
- Resource, liaise with and secure interim candidates for selected interim assignments using the Faerfield network and database, LinkedIn and recommendations from sources.
- Prepare, place and manage adverts as required on the Faerfield website, LinkedIn and other online media.
- Support the development and growth of our interim network of candidates by identifying and contacting high-quality potential candidates.
- Ensure all new candidate registrations and required compliance documentation are accurately recorded on our CRM (Invenias).
- Support consultants in ensuring that contact with our candidate network is high touch and high quality, obtaining regular updates from candidates and recording on our CRM.
- Support our consultants in preparing candidate CV's, shortlists and supporting information prior to submission to a client.
- Undertake research by reviewing professional publications and other sources of information to identify movement in the sector, providing insight and analysis to help consultants identify potential business opportunities.
- Support consultants and our operations team by undertaking compliance, onboarding and contracting tasks for interim assignments.



- Support our due diligence activities by facilitating conversations with candidate referees.
- Develop and maintain a high level of knowledge of the sector, interim market and our candidate network whilst raising your own external profile in readiness for future promotion or progression.
- Support our Head of Talent in our overall candidate engagement strategy: sending regular communications, targeted e-shot mailings, newsletters and planning events and webinars.
- In consultation with the management team, develop and determine your own personal learning agenda in line with Faerfield's aspiration to deliver high performance through continual learning and growth.

Attributes, skills, knowledge and experience

Faerfield is a growing company with an emphasis on ensuring the best possible experience for clients, candidates, and participants. No prior recruitment experience is required for this position, as full training and development will be provided. We are more interested in your values, attitudes, and behaviours. We want you to grow with us, developing and learning new skills to ensure consistent high standards and continuous improvement.

Essential

You will:

- be able to work with minimal supervision whilst also functioning effectively as part of a busy team.
- possess strong relationship building skills and be able to build rapport with people.
- have good communication skills, both written and oral with the ability to speak concisely and with confidence.
- possess a commitment to maintaining high standards, producing quality work with a keen eye on attention to detail.
- be tenacious, resilient with a strong desire to thrive and succeed in a fast-paced environment.
- be self-motivated with possess high levels of initiative
- have the ability to problem solve and take accountability whilst remaining calm under pressure.
- be collegiate in approach and willing to contribute to a positive culture and working environment which in turn supports high quality outcomes and success for our candidates and clients.
- have good working knowledge of MS Office applications.

Desirable (but not essential)

- Previous experience in a recruitment environment
- Experience of working with a CRM database
- Experience of successfully building long-term relationships through the delivery of high-quality work.
- Knowledge of the public sector, its' structure and how it operates.



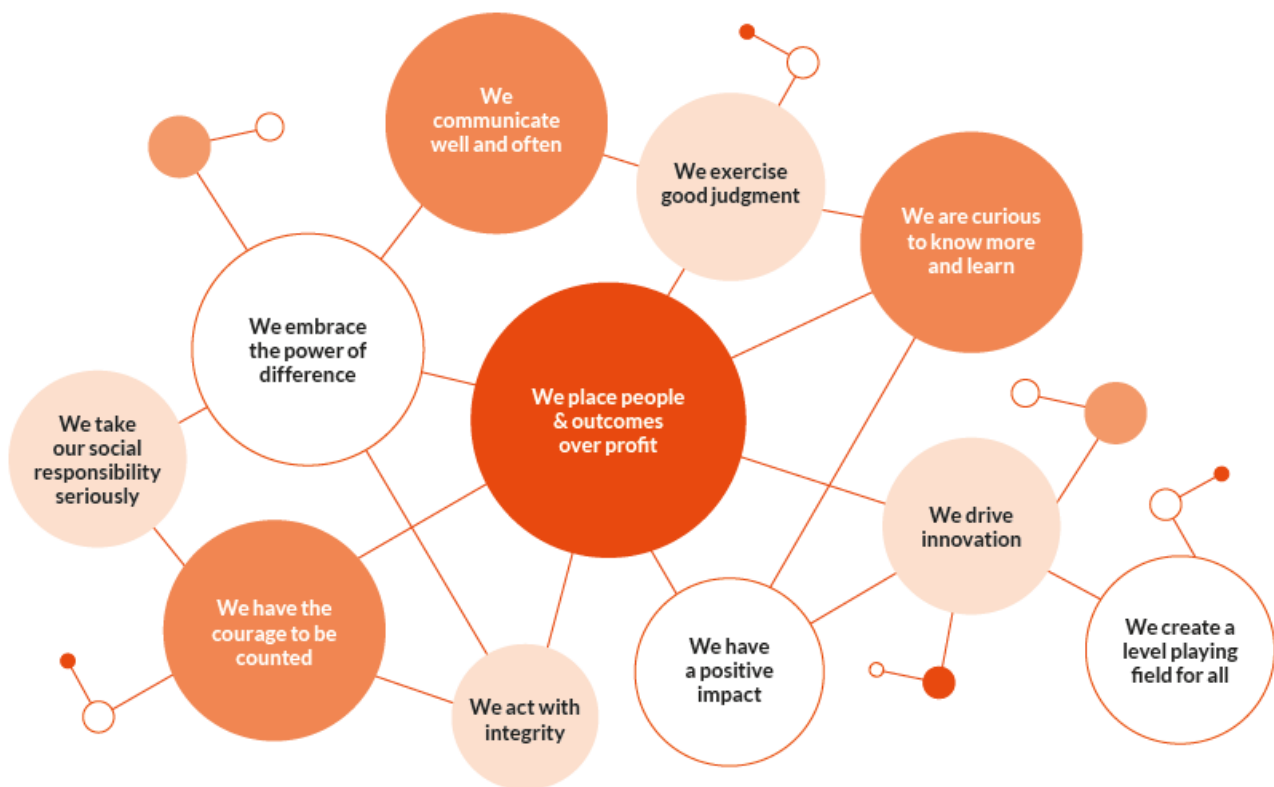
Our commitment to diversity & inclusion

We are committed to creating a diverse and inclusive team that respects and embraces difference. We know that the different perspectives our colleagues bring from different backgrounds helps to create a culture where everyone thrives, and which leads to the best possible service to our clients and all those we work with.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing: blucas-buckley@faerfield.co.uk.

The way we work

Our shared experiences have led us to believe in key behaviours or ways of working that we seek, respect and reward.



Please read our [Privacy Policy - Internal Recruitment](#) to understand how we will use your personal information during the recruitment process.

Main terms and benefits

Salary:	c.£30,000, dependent on experience
Annual leave:	25 days plus bank holidays
Pension:	Up to 5% matched contribution
Loyalty days:	One additional day of leave added each year to your annual entitlement after each year of service up to a maximum of 5 days
Community days:	Up to two days for you to contribute to wider society. This might be your contribution to a charity or a local community group.
Additional reward:	All colleagues participate in additional reward schemes which recognise individual, team and company performance
Development opportunities:	We are committed to your personal and professional development and will consider supporting your study or training if it aligns with the Faerfield mission



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