



Shepherds Friendly is a modern mutual society, offering a variety of adult and children's financial products and services such as ISAs, savings plans, life insurance and income protection. Located in south Manchester in the heart of Cheadle village, the Society has been providing financial security to members for almost 200 years.

Guided by our values of working together, doing the right thing, and making a difference, we are committed to delivering a service which helps our members plan their finances and secure their family's future. In a world of financial complexity, we believe in the power of simplicity.

We are currently recruiting for a **Talent Acquisition Coordinator (6-month Fixed Term Contract)** within the **People & Culture department** to join our team of talented individuals.

Role Purpose:

The Talent Acquisition Coordinator will provide comprehensive recruitment and onboarding support across the organisation during a period of increased hiring activity. The role will be responsible for managing the end-to-end recruitment process for multiple vacancies, ensuring all hiring activity is approved, compliant, efficient, and delivers an excellent candidate and hiring manager experience.

The successful candidate will work closely with hiring managers, recruitment agencies, and external providers to ensure vacancies are filled in a timely manner whilst maintaining high standards of due diligence, compliance, and onboarding.

The role will also involve helping to develop a training and competency framework in line with regulatory requirements.

Start date: early November 2026.

Key Accountabilities:

Recruitment & Resourcing

- Coordinate and manage the end-to-end recruitment process for a variety of roles across the organisation.
- Ensure all vacancy requests have the appropriate approvals and supporting documentation prior to recruitment activity commencing.
- Liaise with hiring managers to agree role requirements, timelines, and recruitment strategies.
- Produce and upload job advertisements across relevant job boards, company websites, and social media platforms.
- Partner with external recruitment agencies, ensuring that service level expectations are met and positive relationships are maintained.
- Source, screen, and shortlist candidates against role requirements.
- Arrange interviews and assessment processes, coordinating diaries for candidates and interview panels.
- Provide regular recruitment updates and reports to hiring managers and senior stakeholders.

Compliance & Due Diligence

- Ensure all recruitment activity complies with employment legislation, GDPR requirements, and internal policies.
- Manage pre-employment checks including employment references, right to work checks and credit checks
- Ensure all candidate documentation is complete and compliant prior to employment commencement.
- Maintain accurate recruitment files and audit trails.

Offer Management & Onboarding

- Prepare and issue offer documentation and contracts of employment.
- Act as the main point of contact for candidates from offer acceptance through to commencement.
- Coordinate onboarding activities to ensure a smooth transition into the organisation.
- Work with managers and internal stakeholders to ensure equipment, systems access, induction schedules, and mandatory training are arranged before start dates.
- Conduct new starter checks and maintain onboarding records.
- Support the delivery of induction programmes and monitor completion of onboarding activities.
- Prepare new starter payroll forms and associated documentation.

Reporting & Administration

- Produce recruitment metrics and reports, including vacancy status, offer acceptance rate, time-to-hire, demographic information, and recruitment costs.
- Support continuous improvement of recruitment and onboarding processes.
- Undertake other HR administration duties as required during the contract period.

Training and Competence Framework

- To undertake a review of the Society's current approach to training and competence.
- Together with line managers, develop appropriate training and development matrices across the business.
- Ensure formal development plans and related CPD requirements are in place.
- Develop the appropriate approach to test learning and understanding.

Knowledge, Experience & Qualifications:**Essential:**

- Previous experience in an HR, Recruitment, Talent Acquisition, or Resourcing role.
- Experience managing multiple recruitment campaigns simultaneously.
- Experience liaising with recruitment agencies and external providers.
- Knowledge of recruitment best practice and employment legislation.
- Experience conducting pre-employment screening and compliance checks

Desirable:

- CIPD qualification or working towards CIPD membership.
- Experience using Applicant Tracking Systems (ATS).
- Experience recruiting across a broad range of professional and operational roles.

Skills & Capabilities:

- Excellent organisational and time management skills.
- Strong attention to detail and accuracy.
- Ability to manage competing priorities and meet deadlines.
- Excellent communication and interpersonal skills.
- Strong stakeholder management and relationship-building abilities.
- Competent in Microsoft Office applications and HR/recruitment systems.

Most importantly, we offer:

- Salary: £30,000-£35,000 per annum
- Company Pension Scheme – 8% employer contribution
- Flexible working hours
- 25 days annual leave plus bank holidays
- An extra day off for your birthday
- Access to wellbeing support services through Nuffield Health and Health Assured including access to 24/7 online GP, discounted gym membership, mental health support, free eye tests and flu vaccinations.
- Company benefits including life insurance, healthcare cash plan, four paid well-being days, and various social and charitable events throughout the year including a volunteering day at a charity of your choice.
- Optional benefits including cycle to work scheme, holiday trading, etc.
- 4pm finish on Friday!

Start date: early November 2026.

If you think this role would be a great fit for you, please submit your CV and cover letter quoting DIRECT to careers@shepherdsfriendly.co.uk For further information, please contact 0800526249.

Diversity, Equality and Inclusion

The Society strives to build and nurture an inclusive culture that encourages, supports and celebrates the diverse voices of our people to connect with our members and the communities we serve. We offer a range of family friendly, inclusive employment policies and practices, flexible working arrangements, employee engagement initiatives and office facilities and services to support people from different backgrounds.