



Rebecca Pooley

Team Leader

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Rebecca is a Team Leader in our Charity Core team, who has a strong background in digital recruitment particularly around change/transformation vacancies. Her team works with charities, trusts and foundations, membership bodies and social enterprises on permanent and contract vacancies across the full range of job functions, and assist all sizes of organisation. Rebecca is particularly proud of her team's passion for the sector and flexibility to help in whatever way they can.

Best Practise Top Tips

- **Benchmark your salary before going live with a job.** Ideally ask your recruiter to do it so they can tell you which roles have actually placed. If not, look on CharityJobs at similar roles (just bear in mind that adverts are not an indication of successful placements).
- **Be clear on your hybrid working policy.** This has become equally, if not more, important than salary. You must clearly state on the advert and job description what your long term minimum expectation is. Note – it is usual for this to be increased at the start of employment as a training time.
- **Be attractive.** There has been a huge shift in the employment market in the last 2 years, with there now being more vacancies than ever before, with less candidates (who are often in multiple processes). So you need to be as attractive as possible, which includes, salary, hybrid working, benefits and whether they like you. Don't forget interviews are a 2 way street.
- **Set a clear timeline.** Processes work better with a clear start and end date, it also promotes equality that all applications will be considered, rather than the candidate with the ability to do it quickest. Also be aware that with candidates often interviewing at several places at once, the time between the submission deadline and interview should be short. Therefore, plan time in the diary to review the applications the day they are sent.
- **Use easy applications.** Are you going to read a page and a half cover letter for every candidate? If not, then don't ask for one. Not only is it off-putting for candidates but unless it's a reflection on the role (i.e. copywriting for a marketing position) then it isn't a fair assessment of skills. Use targeted questions or have the first interview stage as an informal 15 minute phone conversation.
- **Know what you actually need.** Think about your basic needs for the role and look for those. The rest can be taught. Most employees grow and learn a lot in their first year, so don't look for perfection at the beginning. Mind set over skill set.
- **Don't lose connection.** Interviewing virtually can be tricky, so don't lose all the bits that make interviews human. Do the chit chat and introductions at the beginning and if you are able, get their potential new colleagues to jump on a call (simulating the office walk round).
- **Understand that things are different.** With all this in mind you may find you only have a handful of candidates to interview. Remember, you only need to fill it once. Don't think you need to compare. If the candidate meets your criteria and you like them. Hire them. Quickly.