



Assistant
Consultant

Welcome

Dear Applicant,

Thank you for your interest in joining our growing team at Starfish Search.

We use our integrity, insight and skill to bring leaders together with organisations who share their values. Now appointing more than 200 people every year, this is a particularly exciting time to join us. Our consulting team has grown significantly this year and we have recently completed a review of the structure and roles in our crucial support team. We're poised for further growth and expansion and are also developing our corporate capability beyond this.

A fast-growing executive search and interim management firm, we are a strong and close-knit team united in our aspiration to make a positive difference to society. Our clients – from Co-op Group, to Blenheim Palace, to Cancer Research UK, RNIB and the Royal Borough of Kensington & Chelsea – choose us because they know our passion for finding the right leaders is grounded in personal commitment and relentless focus on quality.

We work across different sectors, including leading commercial organisations, influential trade bodies, regulators, local authorities and charity household brands. With strong advisory credentials, our work is firmly grounded in quality of professional advice, insight and partnership.

We're looking for new colleagues who can bring experience of working in a service-delivery environment, or who want to use professional experience gained in another setting to develop into a leading recruiter of the future. As Assistant Consultant, you can expect to play a vital role supporting and co-ordinating all aspects of successful assignment delivery, from scheduling to candidate liaison, search support and helping with new bid preparation.

These are fast-paced roles in a rapidly evolving business, in which you can expect to build professional knowledge quickly, gaining insight into, and hands-on experience of, a range of different disciplines. You'll be managing competing priorities as part of a core team working on a range of appointments and a sharp focus on quality, along with effective communication skills, will be essential.

We offer excellent opportunities for promotion, with a clear progression pathway in place, along with opportunities to help shape future services and ways of working. We are proud to stand out from the crowd in our industry and are looking for people who, like us, want to contribute to social change and progress. You can read more about who we are and what we do by visiting www.starfishsearch.com

If you believe you have the skills, experiences and qualities we are seeking, we look forward to hearing from you.

Juliet Taylor
Chief Executive

Role Profile

Role purpose

To provide high quality support across all aspects of assignment delivery and new business generation.

Main responsibilities

- Work at the heart of a busy assignment team to support the completion of senior recruitment projects to the highest standards of quality and professionalism.
- Liaise with clients and candidates on a variety of queries including potential candidate questions arising from advertised appointments.
- Manage all aspects of assignment planning and scheduling of client meetings.
- Prepare thorough client reports at search, longlist and shortlist stage of an assignment and undertake paper sifting and referencing as required.
- Lead on all aspects of Customer Relationship Management (CRM) for the team, ensuring that assignment data is accurate and kept up to date at all times.
- Work closely with members of the assignment team from start to finish, ensuring highest levels of assignment execution and client satisfaction.
- Research potentially suitable candidates and organisations.
- Work within the team to support the preparation of winning client proposals and on aspects of marketing and events.

Who we are looking for

Knowledge and experience

- Experience of using desk research, planning, administration or other project tools to support successful service delivery.
- Experience of handling competing demands, ideally in a fast-paced environment.
- Experience of working within a strong team to deliver agreed objectives.
- Excellent knowledge of MS Office programmes and has utilised them in a professional environment.
- Direct experience of recruitment or another client facing profession is desirable but not essential.

Skills and behaviours

- Effective written and oral communication skills, including the ability to draft client documents to high standards of quality and accuracy and attention to detail.
- Excellent interpersonal, listening and relationship skills.
- A team player who inspires confidence and trust.
- Flexible, adaptable and comfortable working under pressure.
- Committed to their personal and professional development.

Starfish Main terms and Benefits

Salary: The salary band for this role is £30,000-£40,000. Appointments are initially offered between £30,000 and £35,000 dependent on experience. The role offers excellent scope for development and progression to senior consulting roles with salaries reviewed annually at mid-year based on performance.

Annual Leave days: 25 days annual leave plus bank holidays.

Pension scheme: Up to 5% matched contribution.

Death in service cover: 4 x annual salary.

Private Medical scheme: Access to private medical scheme on completion of probation.

Privilege days: Your employment with Starfish includes a number of privilege days:

- 1 additional day's annual leave per year for your loyalty to the company at 2 year, 4 year and 6 year milestones
- Either:
 - 1 volunteer day – if you want to commit to the charity of your choice the company will celebrate and promote your contribution or;
 - 1 wellness day per year – where you can rest, relax and recharge your batteries: perhaps celebrate your birthday

Salary sacrifice scheme: Starfish Search wants all colleagues to remember there's a big world out there. For our roving colleagues who have big travel plans we offer a salary sacrifice scheme to purchase additional holidays.

Annual Bonus: All roles are eligible for consideration for annual bonus.

Travel fund: When you've been part of our team for five years we will contribute £1,000 towards your next travel adventure.

Monthly luncheon discussion clubs: Our team at Starfish thrives on a vibrant working culture and a strong sense of belonging. We organise frequent lunch clubs to give colleagues time to get to know each other while supporting team and individual development.

Development opportunities: Retaining our talent is our number one priority and that means we are committed to your personal and professional development. We will always consider reasonable requests for time off to study and will support training for excellence in our professional disciplines.

Colleague recognition awards: as part of our inclusive social calendar we celebrate colleague achievement with a voucher scheme.

Daily travel support: We can offer an interest free season ticket loan of up to £5,000 per year to spread the cost of your annual travel ticket.

How to apply

To make an application, please email us at ACrecruitment@Starfishsearch.com with:

- Your CV.
- A covering letter that tells us why you think this role is the right move for you and responds to what we are looking for.

Our commitment to Diversity & Inclusion

Starfish Search is committed to building a diverse and inclusive business that supports people to reach their full potential. We actively encourage applicants from underrepresented groups. If you need any adjustments made to the application process to accommodate your needs, please let us know.

We apologise that we will only be able to contact candidates who are successful in progressing on this occasion.

