

# CANDIDATE PACK FOR ASSISTANT CONSULTANT



# WELCOME

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Dear Applicant,

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

Starfish Search is an executive search business that was created to change the world through human talent and we know that the right change must be driven by the right people. So, in close collaboration with each of our clients, we bring expertise, dedication and fierce commitment to authentic diversity as we search together for tomorrow's leaders. With offices across the UK, we offer a broader regional overview of our sectors and richer, more inclusive connections to the strongest global leaders within the UK and beyond. Whether it's senior leadership talent, non-executive directors or interim managers that you need, Starfish help's our clients to find the right leaders for today's changing world.

We have now made our 1,000th appointment since we started trading in 2019 and have recently celebrated our fifth birthday. With a team of 36 colleagues committed to recruiting to organisations with social purpose and a great story to tell, we feel quite unique in a crowded recruitment market. We work across different sectors, including influential trade bodies, regulators, local authorities, NHS and charity household brands. With strong advisory credentials, our work is firmly grounded in quality of professional advice, insight and partnership.

As 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. 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](http://www.starfishsearch.com)

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

# ROLE PROFILE

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## 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.
- Diary management support for the Partner within the Public Policy Practice including scheduling recruitment calls and interviews.

# WHO WE ARE LOOKING FOR

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## 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.
- Experience of researching suitable candidates for senior level appointments.
- Knowledge of current affairs and the political landscape with the ability to understand how this impacts recruitment activity.

## 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.
- Strong analytical skills with the ability to determine the suitability of candidates for senior level appointments.



# STARFISH BENEFITS

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## SALARY

£30,000 - £34,000 dependent on experience, with some flexibility to negotiate salary.

## ANNUAL LEAVE DAYS

25 days annual leave plus bank holidays.

## 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
- And
- 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.

## HOLIDAY BUY BACK SCHEME (SALARY SACRIFICE SCHEME)

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

## 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.

## CYCLE TO WORK SCHEME

Stay fit and healthy by cycling in to work! Colleagues who have passed their probation are eligible to participate in our cycle to work scheme.

## QUARTERLY EARLY FINISHES

Once a quarter colleagues can enjoy finishing their working day two hours early.

## SMART HEALTH

All colleagues can benefit from 24/7 access to a GP over the phone or video call. This is in addition to mental health support, second medical opinions as well as wellbeing support including nutrition plans, fitness programmes and online health checks.

## HEALTH ASSURED

Starfish colleagues can benefit from the Employee Assistance Programme offered by Health Assured. This provides emotional and practical support to colleagues and includes access to counselling as well as legal advice on matters such as housing and tenancy, property and partnership rights and a wide array of legal matters.

## PRIVATE MEDICAL COVER

On successful completion of your probation, you can access individual private medical cover. This includes cashback on dental and optical treatment, outpatient diagnostic test, treatment by therapists and mental health counselling plus other benefits.

## PENSION

Starfish will make a 5% employer contribution towards your pension on commencing employment.

## PROGRESSION PATHWAYS

Starfish offer the opportunity for Assistant Consultant to learn and develop within their role with our Be A Great AC Progression Pathway. For those who are keen to progress towards a Recruitment Consultant role we also offer a Step Up To Consultant Pathway.

(\* Please not Starfish retain the right to amend or removed these benefits at any time.)

# HOW TO APPLY

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To make an application, please email your CV and covering Letter to Harpreet O'Brien, Head of People, on [harpreet.obrien@starfishsearch.com](mailto:harpreet.obrien@starfishsearch.com)

## 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 will continue to enhance our knowledge, skills and confidence required to attract, recruit, retain and develop disabled colleagues in our workplace.

We want to ensure that disabled colleagues have opportunities to fulfil their potential and realise their aspirations.

We encourage applicants to share information about any disabilities they have and we are happy to put in place reasonable adjustments to support applications and interviews.