

# CANDIDATE PACK FOR ASSISTANT CONSULTANT (INTERIM PRACTICE)





# 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 made over 1000 appointments since we started trading in 2019 and have recently celebrated our sixth 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 a new colleague who can bring experience of working in a service-delivery environment or who wants 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.

This is a fast-paced role 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 work closely with our team of consultants ensuring the high-quality delivery of interim search assignments through project oversight, desk-research and outstanding client and candidate communications.

## MAIN RESPONSIBILITIES

- Be accountable for project oversight of a range of interim search assignments, supporting consultants to ensure the smooth running of the process from when the job goes live to when it is filled/lost.
- Use your digital skills to update the Starfish Search website with new roles and create social media posts and marketing opportunities.
- Build high quality cross-sector 'target lists' of potential candidates to ensure a high-quality search and outstanding candidate pools.
- Attend client briefing meetings on occasion to deepen your understanding of the role.
- Liaise with clients and candidates on a variety of queries including potential candidates arising from advertised appointments – must be able to respond to these queries within 24 hours.
- Draft and create high quality shortlist reports.
- Use your outstanding analytical and written skills to review and assess job applications ensuring they are logged onto the CRM appropriately.
- Support practice based and corporate events and marketing activities.
- Assist with drafting and preparation of adverts.
- Support with practice and corporate marketing activities and events
- 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 on our CRM (currently Ezekia).



## KNOWLEDGE, SKILLS AND EXPERIENCE

- Analytical skills and experience of undertaking desk research and the ability to produce accurate target lists, proposals and undertake due diligence.
- An interest in public services/civil society and the ability to engage with and understand our client base.
- Outstanding project management skills and a passion for taking accountability for end-to-end assignments.
- High quality written skills and confidence to draft adverts and candidate summaries with guidance and support from senior colleagues.
- Experience of handling competing demands in a fast-paced environment.
- Experience of working within a strong team to deliver agreed objectives whilst working independently
- Excellent working knowledge of MS Office in a professional environment and the ability to learn and use new systems.
- Direct experience of recruitment or another client facing profession is desirable but not essential.
- 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.
- A commitment to our corporate values.

# STARFISH BENEFITS

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Here at Starfish we offer a wide selection of employee benefits which are outlined below.

## **SALARY**

£30,000 - £34,000 dependent on experience.

## **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 note Starfish retain the right to amend or removed these benefits at any time.)

# HOW TO APPLY

To make an application, please email your CV to Harpreet O'Brien, Head of People, on [harpreet.obrien@starfishsearch.com](mailto:harpreet.obrien@starfishsearch.com) by 11th July 2025.

We look forward to hearing from you!

## 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.