

Job description for recruitment interviewer



We think its important that people who get social care can help us decide how we:

- run our services every day
- change our services to make them better



We want someone to work with us as a **recruitment** interviewer.

Recruitment means choosing people for jobs.



We want our recruitment interviewer to have **lived experience** of getting social care.

Lived experience means you know what its like to do something.



This job is **casual**.

Casual means you wont have regular days or hours to work.

We will pay you £12.60 for every hour you work.

Skills you need for the job:



You know about the different services Persona has.



You share Personas values:

- respectful
- enthusiastic
- adaptable
- caring
- honest

Read about the values on page 7.



You are friendly.



You are good at listening to people.



You can talk about your ideas in a way that helps other people understand them.



You can work with other people as part of a team.



You are **organised**.

Organised means you:

- are on time for meetings
- can plan your time and your work
- do your work to a **deadline**

Deadline is the date some work must be done by.

What you will do in the job:



You will be part of interviews to help us choose new staff.



You will help new Persona staff get the right skills and knowledge to work with people we support.



You will **represent** Persona at **events** in our services and across Bury.

Represent means you go to places to talk about what Persona does.

An **event** is when people get together for something important.



You will behave **professionally** with everyone you meet in your job.

Professionally means being respectful. Professional people are serious when they need to be. They believe that everyone's time and ideas are important.

If you want to apply for the job:



Come to our drop in day

at: Grundy Hub, Wellington Road, Bury
BL9 9AH

on: Monday 11th August

at: 2 – 4 pm



Staff at the drop in day will talk to you about the job.

Staff will help you fill in an application form if you want.



If you can't come to the drop in day you can:



Ring Aaron to talk about the job.

Aarons number is 07356 309 920.

If you want to apply for the job:



Fill in an application form.

You can get an

- application form
- easy read application form

on our website.



To get an application form
follow the link or
scan the QR code:

tinyurl.com/LivedExpJobAd



Send your form to us.

The form will tell you how to do this.



When we get your form we will invite you to
our **recruitment day**.

A **recruitment day** is more friendly than an
interview.

You will do activities with other people.

Personas values



Our values show how people at Persona behave every day to:

- people we support
- members of staff
- people we work with
- our family and other peoples families
- anyone else we meet at work like social workers and doctors.

Respectful

Respectful means being polite. You believe everyones ideas are important.

Enthusiastic

Enthusiastic means you are always happy to try new things.

Adaptable

Adaptable means you are happy to change how you do things.

Caring

Caring means you think about how other people feel.

Honest

Honest means you tell the truth even if it makes people uncomfortable.