



Job Title: Senior Recruitment Consultant - Human Resources, London

Why join Lily Shippen?

We believe in the power of one person to change everything. Because we are specialists, dedicated to the roles and expertise we cover, we offer more than placing candidates in companies. We are not your typical recruitment agency.

Since launching in 2016, we've carved out a reputation as the specialist agency and network for exceptional businesses and exceptional people. We launched our Human Resources division in April 2022, headed up by Kathryn Gunner. We have already worked with some of the best companies in London and have signed terms with a range of businesses. We are now in a position where we are looking for successful, driven and experienced recruiters to join the team.

We cover all roles across the Human Resources function, into all industries including financial services, professional services and commerce & industry.

In this role, you'll be joining our HR team of three. We have ambitious growth plans for the team, and so this is an incredible opportunity for someone who would like to join a team where there is still so much room for growth and personal development. There will be roles to work straight away, therefore we're looking for someone with experience recruiting into the HR space.

It's been an exciting journey so far and we're growing!

The role:

To join our human resources division – it is a HOT desk.

- We're looking for an ambitious person to fill the role of Senior Recruitment Consultant, reporting into our Director.
- We're looking for a high-performer with a strong mindset. We have ambitious growth plans for the HR team, and ideally you would like to progress to a management role in your career.
- You'll be someone who loves business development – strengthening your existing network as well as identifying and targeting new clients.
- We're looking for someone who has a proven track record of the recruitment lifecycle – you'll be someone who never stops working the role until you have that offer, and you'll be proactive by nature.
- You'll be responsible for acting as an ambassador for Lily Shippen, and will develop both new and existing relationships with candidates and clients.
- You'll register candidates within your target market, and get to know exactly the type of job that they are looking for.

- You'll be an expert in your market and will be able to confidently advise clients on the market and how they can attract the best talent to their business.
- You will be an excellent negotiator, and will do everything in your candidates' and clients' best interests.

What you'll be responsible for:

- Taking thorough vacancy briefs and advertising roles on job boards and LinkedIn.
- Headhunting candidates.
- Business development – identifying new clients and nurturing existing clients.
- Briefing candidates on roles, formatting CVs and sending CVs to clients.
- Seeing all roles through from start to finish, ensuring the client is updated throughout the process.
- Attending client meetings and developing relationships.
- Organising and hosting roundtable events.
- Conducting candidate registrations, both over the phone, on Teams and in person.
- Personal branding – focusing on your personal brand and contributing to strengthening the businesses by writing blogs and articles.
- Adding candidate information onto our CRM system and ensuring it's up to date constantly and at a high standard.
- Checking in with candidates and ensuring that we know where they are up to in their job search.

Who we're looking for:

- We are looking for someone whose mindset matches the brand's – someone who wants to change the perception of recruiters and who is proud to work with and on behalf of exceptional HR professionals.
- We are looking for meticulous minded high performer, who is extremely reliable.
- Someone who is highly personable and takes pride in their work.
- Minimum 2 years' experience in a recruitment or sales environment.
- Computer literate with experience of using MS Office Suite
- Things at Lily Shippen move quickly. You'll need to be a fast learner, innovative and have the ability to think outside of the box. Strategical sense and a cool head in pressurised situations are also priorities for any applicant.
- You'll need to be sociable, love meeting new people and be great at building new relationships.
- You'll be a team player and eager to get stuck in whatever the challenge.
- Be flexible for remote and in office work/meetings, be set up with everything you need to facilitate both.
- A self-starter who is well-organised, able to manage your own diary, and have excellent interpersonal skills.

Additional details:

- A flexible working environment – this role requires you to be in the office twice a week.
- Flexible hours.
- 25 days holiday + Bank Holidays + ½ day off for birthday.
- A competitive salary.
- Competitive and un-capped quarterly bonus scheme.
- Discretionary additional annual bonus based on company performance.
- A fantastic opportunity to develop your career within a growing business.
- Option to buy or sell up to 5 days' holiday each year.

