



Assistant Consultant

May 2024

The Contents

Your Application	5
Welcome Letter.....	6
Who Are We.....	7
Structure Chart	9
Job Description.....	10
Person Specification	12
Principal Terms & Conditions.....	13
Recruitment Timetable	13





A selection of
Campbell Tickell reports

Your Application

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process, to assist you in completing and tailoring your application. In order to apply, you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
- A covering letter explaining your interest in the role and detailing how you are a good candidate for this post – we recommend that this is no longer than two pages
- The declaration form, noting that completion of the equalities section is not mandatory, this is requested for monitoring purposes in line with our commitment to equality and diversity.

Key dates:

Interviews: ASAP

Please note we will be looking at applications on a first come first serve basis. We would urge you to submit your application sooner rather than later, as we will close the vacancy once we receive a sufficient number of applications.

Kind regards,

Gemma Prescott

Recruitment & HR

07904 497 016



Welcome Letter

Dear Applicant,

Thank you for your interest in the Assistant Consultant role. It is an exciting time to join Campbell Tickell: our Interim Management team who are looking to continue to build upon our growth over the past financial year. I lead the delivery function of our Interim Management team at Campbell Tickell and I'm looking to further expand our delivery capacity for our trusted clients as well as have the ability to further enhance our capabilities across the sectors we operate in.

At Campbell Tickell, we have a strong ethical focus and hold our values to high regard. The clients we work with include Housing Associations, Councils, Care and Support providers, Sports and Leisure organisations, Charities and Government Bodies

The main criteria for this new role within the Interim team is to assist with the delivery of mid-level and senior leadership roles. The main aspect of this role requires you to understand and research the sector in detail as well as our compliance and administration ways of working. To succeed in this position, you will need to enjoy working at pace and being able to multitask at the same time throughout multiple projects. You will be working within our team but also be communicating with our permanent team as well as the consulting business too.

Communication is key in this role and have excellent attention to detail while assisting with managing and maintaining our new CRM internally.

Delivery of candidates is key for our business, and we provide every client with detailed shortlists which helps build our professionalism for our clients. Currently the role is hybrid-working and we require someone who can work within a team but also have their own autonomy to work while working from home. The team are a very friendly and we like to celebrate success across the whole recruitment team.

Please do read on to find out more about who we are as an organisation.

Thank you,

Chloe Wright

Chloe Wright

Consultant (Interim Management)



Who Are We ?

Campbell Tickell is a management consultancy, based in London, but operating throughout the UK and Ireland. The principal organisations we work with are housing associations, councils, supported housing and social care providers, charities, membership organisations, sports organisations, and central government agencies and departments.

Our services span: strategy and governance; business and financial planning; regulation and troubleshooting; business transformation; asset management and development; mergers

and growth; regeneration and stock transfer; customer services; communications and public relations; organisational development, human resources and recruitment. Alongside our central team of around 45 employees, we have a national network of around 120 associate consultants, who work with us on a freelance basis.

We are a well-established practice, now in our twenty-fourth year. Over that time, we have worked with more than 850 organisations - government departments and

agencies, trade bodies, councils, housing associations, care providers, sports governing bodies, leisure trusts, charities, and commercial businesses. We are a recognised 'brand' in the housing and social care sectors in particular. We have a fantastic first-time success rate in leadership recruitment; a high-quality consultancy offer; repeat and new clients; a strong market share with resources for expansion; and an unrivalled reputation for service quality and value. This adds up to a brand that speaks of reliability, quality, honesty, imagination



OUR CORE VALUES

Courageous

- Doing what's best, not what's easiest
- Embracing challenges
- Growing and developing, and supporting our clients in the same

Creative

- Looking for new and improved ways of doing things
- Bringing energy to our work
- Proactively solving problems

Truthful

- Telling it like it is – with tact
- Challenging mediocrity
- Seeking and offering constructive feedback from clients and colleagues

Trusted

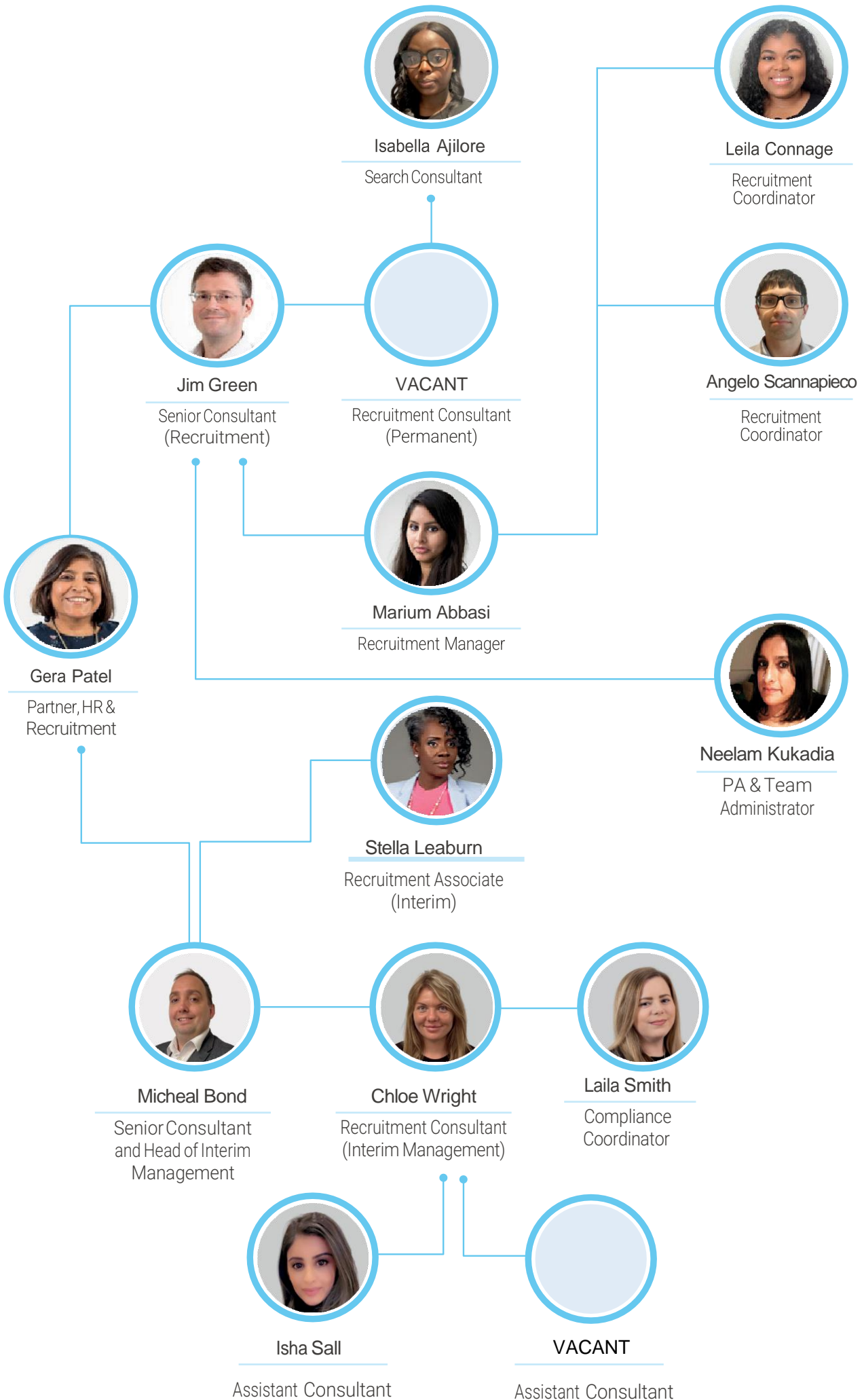
- Delivering work to a consistently high standard
- Taking responsibility for our work and for CT
- Taking ownership and putting things right

Collaborative

- Supporting our clients and each other
- Communicating effectively with active listening
- Sharing information and learning

We are not simply in this business to make money. Yes, we are a commercial operation, but we care about the quality and standards we deliver; we are an ethical organisation who wants to make a difference and aims to add value.





Job Description

Role title:

Assistant Consultant

Reports to:

Recruitment Consultant
(Interim Management)

Role purpose

- Assisting the interim team with the placement of high calibre executive and middle leadership candidates to meet our clients requirements.
- Researching and registering a new pool of high quality middle leadership interim managers.
- Ensuring a robust infrastructure through our systems to manage the information that is regularly needed for our practice.
- Managing our candidate compliance process and maintaining a robust commitment to this work.

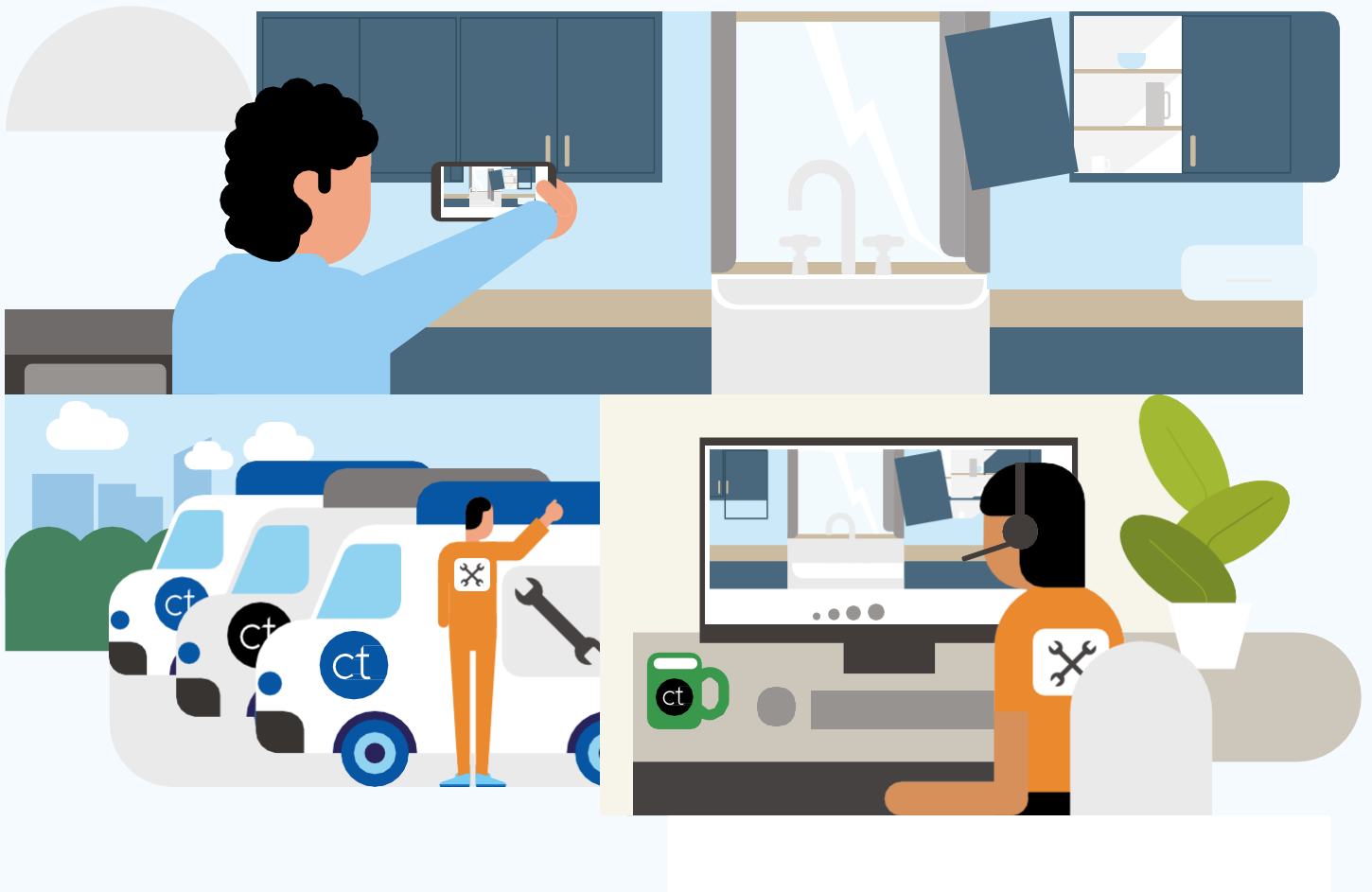
Core tasks and responsibilities

1. *The recruitment process:*

- 1.1 With direction from the managers in the practice take the lead on the recruitment of Middle Leadership roles (HoS & Managers).

- 1.2 With assistance from managers, research, grow and maintain the network of middle leadership interims and focus on the sourcing of new talent for our team's wide range of roles using advertising, networking, marketing and social media tools.
- 1.3 With direction from managers in the practice maintain the interim team application mailbox.
- 1.4 With direction from managers, take responsibility for updating team candidate hotlists.
- 1.5 Identification of good quality candidates that closely match client brief using database and LinkedIn.
- 1.6 Assist the Compliance Coordinator with the collation of CVs and shortlists to send to clients.
- 1.7 Taking the lead in the management of the increase in MSP roles (in line with business plan) through frameworks such as Matrix & Comensura providing a fast and efficient service.

- 1.8 Interviewing potential middle leadership interim managers via phone or face to face.
 - 1.9 Feedback to unsuccessful candidates both verbally and written.
 - 1.10 Maintaining the JobAdder database to ensure all recruitment roles/processes are managed effectively.
- ### 2. *Compliance:*
- 2.1 Working with the interim recruitment team to manage a robust and streamline candidate compliance process.
- ### 3. *New Business:*
- 3.1 Attendance at targeted internal and external events/ meetings where necessary.
 - 3.2 Be involved in horizon scanning to keep abreast of legislation changes in the IM sector.
 - 3.3 Where appropriate undertake reading of sector literature to gain a broader understanding of the markets in which CT operates.



- 3.4 Keep track of the competition.
- 3.5 Work closely with colleagues on sharing expertise which can be used to generate business opportunities through cross selling in consultancy and recruitment.
- 3.6 Work closely with colleagues on sharing expertise which can be used to generate business opportunities through cross selling in consultancy and recruitment.

4. General:

- 4.1 With assistance from managers, ensure that the companies IM processes are fully compliant at all times with employment and other legislation and maintain and help to identify and navigate changing legislation, highlighting as necessary any impacts and assisting in the reviewing and refreshing of the companies approach and processes accordingly.

- 4.2 Develop and maintain a comprehensive range of knowledge and understanding of best practice in designated areas of interest for the company, and to undertake continuing professional development as appropriate.
- 4.3 Proactive member of the Interim Recruitment team.
- 4.4 Carrying out other appropriate tasks as needed by the business, as required by senior colleagues.

Person Specification

Knowledge & Experience

Essential Criteria

- Degree level education or equivalent knowledge and understanding.
- Experience gained within recruitment.
- Solid experience of MS Office applications, in particular Word, Excel, PowerPoint, Outlook and MS Teams
- Experience in handling numerical/ information data sets.

Desirable Criteria

- Experience in project based work.
- Knowledge of the social housing and/or care and/or charitable and/or public sectors
- Experience of working in a customer services environment
- Experience of working in a consultancy practice/role.

Skills & Abilities

- Able to multi-task, used to working on several projects at a time, and prioritising workload.
- Excellent written and oral communication; able to present complex information clearly, succinctly and persuasively to a range of audiences.
- Able to analyse and summarise a variety of documents.
- Strong IT skills, with excellent working knowledge of MS Word, Excel and PowerPoint; used to using the internet for research purposes.
- Able to build professional working relationships with a variety of people in different organisations.
- Willing to work in accordance to the company's policy framework, with adherence to key policies such as health & safety; data protection; equality & diversity.

Personal Behaviour & Style

- Uses initiative; able to work independently without constant supervision; comfortable making decisions with an agreed framework.
- Able to co-ordinate input from senior colleagues; good negotiating and influencing skills.
- A team player, supportive of other colleagues, valuing the expertise that others can offer.
- Works flexibly, but is also structured in planning and co-ordination.
- Good written English, with the ability to express oneself clearly and succinctly.
- Articulate telephone style, able to maintain professional relationships.
- Good standard of numeracy.
- Able to input data accurately and maintain office data systems.
- Ability to communicate professionally with a diverse range of contacts.
- Believes in equality for all, and champions diversity and inclusion in the work environment.
- Has energy, drive, enthusiasm and commitment.
- Can work under pressure and meet tight deadlines.
- Resilient, and doesn't flap when the unexpected happens.

Principal Terms & Conditions

Job Title:

Assistant Consultant

Salary:

- Basic starting salary from £29k - £32k (subject to experience)
- Following successful completion of your probation, you will be eligible for a bonus of up to 10% of basic salary per year. This is subject to (a) company financial performance, and (b) your individual performance, and bonus is not guaranteed. Note that it is not consolidated into your basic pay.
- Salaries are reviewed annually with effect from 1st April. No increase is guaranteed.

Location:

Campbell Tickell are located in Clerkenwell in Central London.

Office address: Laystall House, 8 Rosebery Avenue, London, EC1R 4TD. We operate a hybrid-working policy where you are expected to work a minimum of two days in the office. Three days will be spent working remotely.

We can provide the equipment needed to enable you to work from home and access our systems.

A no smoking policy will operate in the office.

Working Hours:

The basic working week is 35 hours. Further, there is an expectation that the role will involve occasional evening and weekend work.

Pension and other benefits:

- The company offers a salary exchange pension scheme, with an employer contribution that matches employee contributions up to 5%.
- The company offers health insurance for employees that have successfully completed their probation. This is available for employees and their dependents and the company meets the cost of the premiums, though it is classed as a taxable benefit.
- The company offers a death in service insurance, set at the equivalent of two years' salary

Annual Leave:

- 25 days, plus public holidays. This rises by one day per completed year of service, up to a maximum of 30 days, plus public holidays.

Probationary period:

- The probationary period is six months. In the event of the postholder's performance being judged as satisfactory, their employment could be confirmed at an earlier point.
- In the event of performance not achieving a satisfactory standard, the probationary period may be extended for a further period or the position may be terminated.

Notice period:

- During the probationary period, the notice period on either side is one week.
- After successful completion of the probationary period, there will be one month's notice on either side.

Please note that an offer of employment will be subject to satisfactory references and ability to work effectively from home.

Recruitment Timetable

Interviews will be conducted on an ongoing basis, and as such we advise you to make your application as soon as you are able, to increase the chance of being considered for interview.

CAMPBELL TICKELL

+44 (0)20 8830 6777

+44 (0)20 3434 0990 (Recruitment)

info@campbelltickell.com

www.campbelltickell.com

