

## **Job Advert: Recruitment & Resourcing Manager (Volunteer)**

Heroes Help – Human Resources Directorate

Location: Remote/Hybrid (Nigeria-wide)

Reports to: Director of Human Resources

Type: Volunteer Position

### **Job Profile**

The Recruitment & Resourcing Manager leads the design and delivery of innovative recruitment strategies that attract, assess, and onboard high-quality volunteers and staff across Heroes Help. This role plays a vital part in developing inclusive hiring practices, evaluating job roles, and building long-term resourcing plans aligned with the charity's mission and operational needs.

### **Key Accountabilities / Responsibilities**

- - Design and implement volunteer and staff recruitment campaigns.
- - Develop inclusive attraction strategies for diverse and underrepresented groups.
- - Oversee job descriptions, role evaluations, and benchmarking.
- - Support hiring managers through fair and consistent selection processes.
- - Manage relationships with recruitment agencies, platforms, and armed forces veteran job programs.
- - Coordinate onboarding activities and initial engagement for new joiners.
- - Monitor and report on resourcing KPIs, time-to-hire, and candidate satisfaction.
- - Support the implementation of the charity's DEI and safeguarding commitments in recruitment.
- - Contribute to workforce planning and volunteer pipeline development.

### **Competencies Required**

- Essential:
  - - Strong understanding of recruitment practices, job evaluation, and candidate experience.
  - - Excellent stakeholder engagement and interpersonal communication skills.
  - - Commitment to inclusive recruitment and safeguarding principles.
  - - Ability to work independently and collaboratively across functions.
- Desirable:
  - - Familiarity with applicant tracking systems (ATS) and digital hiring platforms.
  - - Experience recruiting in the nonprofit, public sector, or armed forces space.
  - - Knowledge of veteran resettlement or diversity hiring programs.

## Qualifications, Knowledge, Skills and Experience

Category	Essential	Desirable
Qualifications	Bachelor's degree or any qualification in Human Resources, Business Administration, or related discipline.	Recruitment certification or advanced HR qualification (e.g. CIPD, SHRM).
Knowledge	Recruitment life cycle, selection techniques, and job evaluation.	Recruitment marketing and employer branding.
Skills	Communication, time management, stakeholder management.	Use of digital platforms for sourcing, interviewing, and screening candidates.
Experience	3+ years managing end-to-end recruitment campaigns.	Experience in nonprofit or military-linked organisations, or in high-volume volunteer recruitment.

## Benefits of Volunteering with Heroes Help

- - Play a vital role in shaping a high-performing volunteer and staff community.
- - Gain experience leading resourcing strategies in a national charity.
- - Work with a committed, values-driven leadership team.
- - Flexible working arrangements and opportunities for professional growth.
- - Certificate of Service and reference available upon request.

To apply, please send your CV and cover letter to: [enquiry.heroeshelp@gmail.com](mailto:enquiry.heroeshelp@gmail.com)

Subject: Recruitment & Resourcing Manager – Volunteer Application