



Consultancy and management for the recruitment of key chamber staff

Level 1 (1 week)

Define role

Provide advice of role definition and person specification and recruitment process

Draw up job description and person specification

Advertise position on the COBCOE website and internal communications, Facebook and

Linkedin - 1 month

Fee - £250

Level 2 (limited to 3 months)

Define role

Provide advice of role definition and person specification and recruitment process

Draw up job description and person specification

Advertise position on the COBCOE website and internal communications, Facebook and

Linkedin - 1 month

Advertise in relevant NFP external websites in the UK

Process applications

Short list applicants for interview against paper applications

Fee - £1,250 + reimbursement of direct costs

Level 3 (limited to 6 months in total)

Define role

Provide advice of role definition and person specification and recruitment process

Draw up job description and person specification

Advertise position on the COBCOE website and internal communications, Facebook and

Linkedin - 1 month

Advertise in relevant NFP external websites in the UK

Process applications

Short list applicants as follows:

1st stage - for interview against paper applications

2nd stage – carry out 1st interview

3rd stage – further shortlist of final candidates

4th stage – arrange interview with chamber/ client together of final short listed candidates

Negotiate terms with candidate and deal with offer letters

Fee - £2,000 + reimbursement of direct costs.

If an appointment is made, then an additional 5% for salaries £20-35K and 7.5% for £35K + non-refundable fee will be charged (NB - average agency charge is 18-25%)