

Role profile



Role title:	Recruitment and Training Executive
Reports to:	Head of Recruitment
Department Head:	Head of Recruitment
Location:	Hybrid – Head Office based, office working 1-2 days per week

Summary

- This is a hybrid role, requiring a minimum of 1–2 days per week at our Head Office in Chester. The remaining time will be a mix of remote work and field support for our Business Development Managers, which involves occasional travel (approximately six days per month).
- As the first point of contact for applicants interested in running their own pub, the Recruitment and Training Executive plays a key role in ensuring all enquiries are handled promptly, efficiently, and in accordance with company processes and service level agreements.
- The position involves excellent communication skills, both verbal and written and general administration duties as well as on occasion, being involved in face-to-face interviews with potential licensees.
- It is a fast-paced, high-demand position, ideal for someone who thrives under pressure, can meet tight deadlines, and is confident representing the company at regional open days and events.
- Effective planning and prioritisation of recruitment and training activities for Business Development Managers is a key part of the role.
- Beyond recruitment, the Recruitment & Training Executive is responsible for coordinating training courses for Admiral Taverns licensees and their teams across designated regions.

Key Responsibilities

- Handle enquiries by telephone from potential licensees.
- Take steps to support and ensure the lettings process is proactive and effective.
- Telephone screen and hold face to face interviews for potential licensees.
- Filter and direct enquiries to the BDM as appropriate
- Process application forms and credit checks.
- Ensure all administration is dealt with according to company procedures.
- Plan and liaise with external third-party advertising companies.
- Manage the process of ordering to-let boards.
- Write letting details and promote pubs via the Admiral Taverns website.
- Follow the appropriate letting guidelines under the Code of Practice.
- Manage and communicate with potential applicants.
- Plan and deliver e-shots through digital platforms including MailChimp.
- Driving proactive Regional events for the Field Ops Teams being present on the day as required.
- Maintain up to date records for the Head of Recruitment on all aspects of the licensee recruitment process and vacancy status of the estate.
- Be involved with industry recruitment initiatives and company initiatives as requested.
- Drive and promote licensee training workshops and ensure all courses run profitably and in line with budget.
- Supporting BDMs with promoting training across their regions through a variety of tools such as e-shots, written communication, telephone calls and text reminders.

- Coordinate all training workshops from start to finish.

Skills and Experience

The successful applicant must possess the following attributes:

- An excellent telephone manner with good communication skills.
- Ability to influence and engage along with building strong relationships with potential licensees and Field Operations teams.
- IT skills (Including all Microsoft packages such as Word and Excel).
- Organised approach to working by demonstrating versatility and flexibility. The ability to work on your own initiative as well as part of a team is a must!
- Good attention to detail is essential.
- Knowledge of the hospitality industry (desirable however not essential)
- Be able to work at pace in a forever changing environment.
- Full UK Driving License

Working Arrangements:

This is a Hybrid Role. The requirement is 1-2 days in Head Office per week dependent on business needs.



Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.

ONE TEAM

WE WORK TOGETHER IN A POSITIVE AND INCLUSIVE WAY

Collaboration and accountability
Be supportive and open
Motivate ourself and others

WE CARE

WE RESPECT AND CARE ABOUT OUR TEAM, LICENSEES AND OPERATORS AND DEMONSTRATE THIS IN OUR ACTIONS

Honesty and integrity
Empathy and compassion
Communicate with clarity to all

MAKE A DIFFERENCE

WE STRIVE TO MAKE THINGS BETTER

Take ownership and lead by example
Give and accept positive challenges
Deliver ambitious results

Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.