



## Job Description

**Head of Department - SDR Recruitment**  
**Exeter, EX1 1QR**  
**Permanent Contract**  
**£40-£60k per annum DOE + Commission on departmental profit**

**Reporting to:**  
**CEO**

### The Role

Air Marketing Group is on an exciting growth journey and we are hungry to take our business to the next level. As a result, we are expanding our service offering to include recruitment services, specifically for SDR roles within SaaS companies. We are seeking an experienced Recruitment professional to help drive those services into the market, grow a team and build out this service line. In doing so you will join our growing company's leadership team.

As a newly created position, this role is an exciting opportunity to drive the growth of this service line from inception, aiming to develop and shape a robust and sophisticated resourcing framework for our client base who need great talent in SDR roles. Strategically, the Head of SDR Recruitment will have full responsibility for building their own desk (clients and candidates) for the first 3-6 months with a budget to hire a team around them once revenue is generated.

Working closely with the CEO, HR colleagues and senior stakeholders, this role will be responsible for Client and candidate acquisition, alongside building and developing systems and processes as the department grows. Owning the P&L for the department, the Head of SDR Recruitment will have complete ownership of the strategy and direction of this department and service line. Previous experience of working in a recruitment agency is essential. Experience in SDR recruitment, or sales recruitment would be ideal.

### Role Responsibility

- Build a successful desk of clients and candidates utilising various channels
- Achieve monthly recruitment revenue target
- Build a high performing SDR recruitment consultant team
- Develop and manage that team driving strong business and commercial thinking
- Define and build robust recruitment systems and processes
- Ensure correct processes, procedures and governance are in place and adhered to
- Ensure recruitment projects are delivered to on time and within budget
- Ensure that company culture and values are represented throughout the resourcing process
- Solve resourcing challenges utilising the SDR recruitment teams expertise
- Create a diverse talent pipeline for today as well as forecasting talent needs for the future

- Actively headhunt and introduce talent into the business
- Deliver reports on resourcing data and analytics on a monthly basis or as required
- Keep abreast of market trends in the industry and respond appropriately, always looking at new avenues to attract the best people to the business
- Lead and manage the ATS system, ensuring that it is accurate and up to date
- Have control and be responsible for the entire resourcing process including managing budgets
- Attend regular industry events to meet and network with people, attracting new talent to the business (clients and candidates) and proactively promote the brand out in the market
- Act as the recruitment subject matter expert for the business
- Manage the P&L for the department
- Report departmental performance to the board

### **The Ideal Candidate**

- A minimum of 2-3 years' experience in a lead recruitment role (ideally in sales although not essential), achieving £100k or more of billing per year consistently
- Management experience (or looking for a step up into management experience)
- Thorough understanding of attraction, employer branding, talent acquisition and selection
- Experience of developing and implementing recruitment processes and tools
- Experience of having built robust resourcing frameworks
- Adaptability to embrace change within a high paced environment.
- Efficient, clear and strong communicator and leader
- Experience working directly with senior and executive level management
- Strong strategy development, planning, organisation, and reporting skills
- Energetic, self-starter that thrives in high-pressure environments
- Competency using all Microsoft products (Outlook, Word, Excel etc.)
- High levels of professionalism

### **Head of SDR Benefits**

- Competitive Salary
  - Continuous Development Support
  - Social office environment with regular paid company social events
  - Team and individual incentives
  - 23 days holiday a year (with length of service increase)
  - Work from home days
  - Sick pay
  - Weekly company catch up
  - Healthy working environment with refreshments provided
  - Monthly company lunch
  - Wellness program
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