



hoop professional
services & HR

RM6229 Permanent Recruitment 2 – Lot 2 –
Non clinical general recruitment

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For all CCS enquiries please get in touch with Emily Summerhayes:



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ABOUT HOOP RECRUITMENT

Hoop Recruitment was founded with a mission to change the perception of recruitment.

Growth has been quick yet sustainable. We work with a selection of public, private and third sector clients and hold a Gold REC accreditation. We listen more than we talk, we believe in quality not quantity.

From our multiple locations (including homeworking) we match people to jobs. That sounds simple, but our way of recruiting is about a lot more than just tracking down people who have the right skills and qualifications. Based in South Wales, our primary network is within Wales and the West, however our recruitment tools allow us to successfully partner with organisations UK wide.



WE PUT PEOPLE FIRST. ALWAYS.



We hand-pick candidates who would be suited to the role in every way – in work and in life. We'll understand your personal pressures and your work-life aspirations.

We'll help find jobs that work with, not against, you. We think that's the key to happiness.

We're specialists and recruit at all levels. Our teams are headed up by industry leaders, supported by well-connected, talented recruitment partners.

We're all different, all our own people. And we're all committed to making a positive difference to the way people work and live.



OUR VALUES

- FAIRNESS
- HONESTY
- COMPASSION

SPECIALIST AREAS

Hoop Recruitment's specialist areas for RM6229:

HR

Professional
Services

Marketing

Finance

Procurement

Legal

Our Approach to Recruitment

- 1 Firstly, let's have a call about your requirements
- 2 Then we'll come to see you, get a feel for your team and organisation
- 3 We'll determine the key deliverables together, set SLA's and timeframes
- 4 Now we'll get to work, a sourcing plan will be created and our tried and tested market mapping exercise will begin
- 5 We'll create our shortlist and submit to you at an agreed date
- 6 We'll schedule a meeting and discuss the shortlist
- 7 We will arrange interviews and manage the whole interview process
- 8 Once you have chosen your preferred candidate, we will manage the offer process
- 9 We'll keep in touch with you and your new hire through our aftercare service



Recruitment & Employment Confederation



GREEN GROWTH PLEDGE

We are committed to minimising our negative impact on the world around us. As part of the Welsh Government Economic Action Plan, we've signed up to a set of promises that focus our minds every day on how we can run our business in a way that considers and respects society and the environment.

MODERN SLAVERY AND SOCIAL VALUE

Hoop strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards.

EQUALITY AND DIVERSITY

Hoop Recruitment are committed to promoting equal opportunities in employment and the avoidance of discrimination.

Any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Hoop have been recognised as a 'fairplay' employer through Chwarae Teg

WELLBEING OF STAFF AND OUR LOCAL COMMUNITY

We pay our employees well, and they have clear career progression plans from the day they join us.

Everyone who works here is encouraged to do their bit for others. A particular focus is Latch, a Welsh Children's Cancer Charity and Llamau, a Welsh homeless charity.

We work hard to help raise funds and to raise awareness of the issues facing homeless people in Cardiff and the surrounding areas.



hoop professional services & HR

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Hoop Human Resources

Our Human Resources division are experts. We take time to listen, we go into the detail, we pride ourselves on getting the match right. We're on the pulse; thought leaders who contribute to lectures and publications and proud sponsors of the CIPD.

Our Human Resources recruitment team have over 30 years combined experience specifically within Human Resources recruitment. Led by a CIPD qualified HR professional, we are experts in our field and one of the leading HR specialist recruitment agencies in Wales.

Our network of HR professionals spans across the UK within generalist HR, Learning and organisational development and internal recruitment, our clients range across the Public and Private sector.

We are able to support with one off recruits as well as volume projects, whatever your requirement, our team are driven by the challenge to find exactly what you're looking for. We know the local market and the needs of demands of various roles, from graduate and newly qualified to director level.

WE RECRUIT FOR HR ROLES WITHIN:

Generalist HR

Workforce and OD

Reward

HR projects

HR systems

Recruitment and Talent

Learning and Development

Employability


Health and Safety

hoop human
resources

“WE HELP PEOPLE
**FIND
HAPPINESS**
IN WORK
AND IN LIFE.”

Primary Contact

Emily Summerhayes
Head of client services

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 emily.summerhayes
@hooprecruitment.co.uk



Our Team

PROFESSIONALS RECRUITING
PROFESSIONALS.



Emily Summerhayes
Head of client
services

Emily has worked in Recruitment since 2006, initially with a large corporate agency where she specialised in Public Sector recruitment. In 2018, Emily set up Hoop Human Resources which has gone from strength to strength, now one of the leading HR specialist recruiters in South West/Wales. Emily has a sound knowledge of the Human Resources profession, level 7 CIPD qualified herself and an associate member of the CIPD. Emily is actively involved with the CIPD Wales and has a vast network of HR professionals across a range of sectors.



Rachel Morris
Senior Executive
Recruitment Partner

Rachel originally worked in Learning and development and made the move to recruitment in 2012 and has since worked for both corporate and boutique recruitment agencies. Rachel is a HR recruitment specialist with an excellent knowledge of the profession and extreme attention to detail. Rachel has won awards for the volume of roles she has filled, she has a vast network and the ability to find candidates for extremely difficult to fill roles.



Emmy Bevan
Executive
Recruitment Partner

Emmy is a natural recruiter who joined the team in 2019. When Emmy joined, she was studying for her CIPD and had a natural flair for Human Resources, this, coupled with her outstanding people skills set her up to be a very successful consultant. Emmy has been complimented on her ability to find candidates who have the perfect 'cultural fit' as well as skills. She has successfully filled HR roles across the UK for a range of Public and Private sector clients.

WE'VE WORKED WITH...



Central
Government &
ALBs



NHS



Education



Charities & 3rd
party sectors



Housing
Associations



Emergency
Services



Local
Governments

TESTIMONIALS

“

The great thing about working with Emily is her passion for what she does and her ability to discern the context and culture of an organisation and fit with potential candidates. She is relentless in her desire to find the right candidate and brings a fresh, innovative approach that is much needed in the recruitment sector. I have no hesitation in recommending her.

Head of Organisational Development, Cwm Taf NHS

”

“

Rachel is always an absolute pleasure to work with. She absolutely ensures that she fully understands her clients from both an employer and candidate perspective to ensure that she can make a successful match and is professional, insightful and approachable, I feel totally confident in getting the right result when working with her.

Senior HRBP, Royal Mail

”

“

Emmy brings energy, enthusiasm and a commitment to everything she does, she really can't do enough for a client. She also really understands the candidate experience and is good at balancing a client's needs with those of a candidate, it is a pleasure working with her.

Director of People Services, Hafan Cymru

”



SOME RECENT HIRES . . .

- Head of Workforce and OD, NHS
- HR Manager, Housing Assoc
- HR Admin, Housing Assoc
- HRBP, Central Gov
- HR Adviser, Education
- L & D coordinator, Charity
- L & D Manager, NHS
- Health and Wellbeing mgr, Charity
- OD business partner, Housing
- Talent Manager, NHS
- Talent Dev Mgr, Charity
- L & D Mgr Charity
- Senior OD Officer, Education
- Recruitment Resourcer, Gov
- HRBP, Housing
- HRBP, Not for Profit

WHY WORK WITH US?



Hoop Professional Services

Our Professional Services team specialise in recruitment for both Public and Private sector.

The team consists of experienced recruiters who focus on building talent pools in specialist areas within general Professional Services.

Our recruiters in this team have access to the best search tools in the business and can help with specific niche Public Sector roles that may not fall in to a specific specialism. We have experience recruiting for the NHS, Housing Associations, Central and Local Government, Emergency Services and Universities.

Based in South Wales, our primary network is within Wales and the West, however our recruitment tools allow us to successfully partner with organisations UK wide.



02921 303777

JOB ROLES

Operational delivery

Admin and Clerical

Commercial

Knowledge information
and Management

IT / Technical

Policy

Project Management
and Delivery


Analysis


hoop professional
services

WE HELP PEOPLE
FIND
HAPPINESS
IN WORK
IN LIFE.

Primary Contact

Joanna Thomas
Divisional Manager

 02921 303777

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hooprecruitment.co.uk





Our Team



Joanna Thomas
Divisional Manager

02921 303777
joanna.thomas@hooprecruitment.co.uk

Joanna is Divisional Manager for Professional Services at Hoop Recruitment where she leads a team of highly skilled recruiters who support candidates with their career moves across Office support, Marketing, Legal, Procurement throughout the UK. Joanna is specialist recruiter herself with 15 years experience working in partnership with a variety of companies and organisations in the public, private and third sectors. Throughout her career, she has worked as a Specialist Recruiter at DS Smith within the Packaging industry. Her experience also includes global recruitment projects within the space industry.

SOME RECENT HIRES . . .

- Project Manager, Local Gov
- ICT Project Manager, Local Government
- Partnership Manager, Local Government
- PMO, Local Government
- Senior Systems, Local Government
- Interim Head of Services, Local Government
- Lead Finance Officer, Local Government
- Programme manager, Local Government
- Admin Asst, Education
- Faculty Admin, Education
- Customer Support Officer, Education
- Head of Resources, Not for Profit
- Admin Support, Charity
- Consultant, Local Government
- Project Manager, Charity
- Governance officer, Charity

Our primary goal is to support you.

We *listen*, we *understand*, we *deliver*.



James Kneen
Senior Recruitment Partner

02921 303700
james.kneen@hooprecruitment.co.uk

James spent 3 years working as an internal recruiter prior to joining Hoop, where he specialised in high volume recruitment across the UK. At Hoop, James specialises in Office Support vacancies covering all industries and areas, his skills set lies in candidate attraction and sourcing 'difficult to find' candidates. James has a passion for finding the ideal person for the job and helping people to grow and take the next step of their career.

WE'VE WORKED WITH...



Central Government & ALBs

NHS

NHS



Education



Charities & 3rd party sectors



Housing Associations



Emergency Services



Local Governments

WHY WORK WITH US?

TESTIMONIALS

“

After several failed recruitment attempts we engaged Hoop and worked with Rachel to fill some specialist posts. Rachel understands the requirements of successful candidate selection making sure she understands the business, the client fit and the job role. She prepares the candidates and ensures that there is a smooth transition to interview. Any ripples along the way are picked up and the communication is open and professional. Rachel feels part of the team, making sure that candidates are right for the business and that the both are supported along the journey.

HR Manager, Torfaen Council

”

“

I worked with Joanna for nearly two years. She is one of the most knowledgeable and professional recruiters I know. She prides herself on giving an outstanding service at all time, and was consistently one of the highest performers on the team. She has excellent listening skills, and takes the time to fully understand objectives and recruitment needs. She uses both her recruitment experience and natural flair for making good judgement to consistently present high quality candidates. She is most definitely a Team Player, and on many occasions she has offered me invaluable advice that has helped me in my own career. It was my absolute pleasure to work with Joanna.

Talent Acquisition Manager, Muddy Boots

”

“

Rachel is fabulous at what she does. She is friendly, professional and approachable. I can honestly say as a Recruiter myself, she goes above and beyond to match candidates to clients, and actually listens to your needs. I have remained in touch with Rachel for a while now, and continue to recommend her to friends and colleagues. Thank you for being you!

Talent Manager

”

Hoop Accountancy & Finance

Hoop Accountancy and Finance have a team of dedicated consultants who specialise in the placement of entry level, qualified, part qualified and QBE finance professionals.

Whether you are looking for an additional team member to process invoices or an experienced Finance Director to advise the board, we will give 100% to get that perfect match.



Primary Contact

Joanna Thomas
Divisional Manager

02921 303777



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hooprecruitment
.co.uk



JOB ROLES

Finance Assistant / Officer

Accounts Payable/
Receivable

Financial Accountant

Management Accountant

Finance / Business Analyst

Finance Manager / Director

Systems Accountant

Project Accounting

WE KNOW YOUR WORLD.

Our Team



Donna Williams
Head of Operations

02921 303777
donna.williams@hooprecruitment.co.uk

Hoop Accountancy and Finance was founded by Donna Williams who has over a decades experience recruiting within the finance sector. Donna has worked with many Public Sector organisations to fill strategic Finance posts including Heads of Finance and commercial accountants and a high volume of operational Finance roles.



Rhys Williams
Senior Recruitment Partner

02921 303777
rhys.williams@hooprecruitment.co.uk

Rhys specialises in Senior Finance roles, managing the talent pool of Qualified and Part Qualified professionals at Accountant and Director level. Rhys works with clients across the Public and Private sector and will partner closely with companies to get the right fit. Rhys also recruits for Procurement and Supply Chain vacancies UK wide.



Leanne Stopp
Recruitment Partner

02921 303777
leane.stopp@hooprecruitment.co.uk

Leanne joined Hoop shortly after graduating from Cardiff University with a 2:1 in Law as a Recruitment Partner covering the Part Qualified Accountancy & Finance roles as well as legal support.



WE'VE WORKED WITH...



Central Government & ALBs

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NHS



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Charities & 3rd party sectors



Housing Associations



Emergency Services



Local Governments

WHY WORK WITH US?

TESTIMONIALS

“

Donna is always very professional and personable, her approach to seeking the right individual for roles are centred very much about understanding the business, culture and the current team. She always communicates in a timely and responsive manner.

Finance Director

”

“

It has been a pleasure to make Donna's acquaintance. I have found my time with her to be very productive and reassuring. Donna has been very attentive and has taken on the role of securing my employment very seriously. She is frequent in her communication, detailed in her analysis and the bespoke-ness of her service, I believe, is rare. I couldn't recommend Donna and her company enough, and though I don't wish to need her assistance again soon, I wouldn't stray from the thought of contacting her again.

Head of Finance and Compliance

”

“

Donna helped us with recruiting for a Board Chair. She was supportive, engaging and responsive. The whole exercise was much easier with Donna's support and guidance.

Jayne Lewis, Head of Governance

”

Hoop Marketing

With Marketing skillset being one of the most in demand at the moment, Hoop have a dedicated consultant to cover Marketing roles across the UK.

Our Marketing team have talent pools available with experts in digital, brand, communications, product, social media and generalist marketing who are seeking a new role. We work across a range of industry sectors so our candidates have a portfolio of experience across both Public and Private sectors.

Our in-depth recruitment experience and knowledge of the marketing profession allows us to find the perfect fit for your organisation.

Based in South Wales, our primary network is within Wales and the West, however our recruitment tools allow us to successfully partner with organisations UK wide.



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JOB ROLES

Generalist Marketing

Digital Marketing

Product Marketing

Brand Marketing

Social Media Marketing

CRM

Communications / PR

Market Research

WE KNOW YOUR WORLD.

Our Team




Abbie Foster
Senior Recruitment Partner


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abbie.foster@hooprecruitment.co.uk

Abbie is an experienced recruiter who has spent the last 18 months working within marketing herself. Abbie has a passion for branding and content and works with clients to find the best marketing talent across the UK. She has worked with a number of well known brands across both Public and Private sector and regularly keeps up to date with the CIM.

Primary Contact

Joanna Thomas
Divisional Manager

 02921 303777

 joanna.thomas@hooprecruitment.co.uk



Hoop Legal

Hoop have appointed a specialist LLB law graduate to recruit for non fee earning legal roles across the Public and Not for Profit sector. We recruit for Legal professionals who support the Senior legal teams for various disciplines which include governance and risk, regeneration, children services, adult social services, and transport.

Our expert consultants are able to provide you with a range of candidates in to Public Sector legal jobs including paralegal jobs, legal secretaries, conveyancing and claims.

Our in-depth recruitment experience and knowledge of the legal profession allows us to find the perfect fit for your organisation.

Based in South Wales, our primary network is within Wales and the West, however our recruitment tools allow us to successfully partner with organisations UK wide.



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JOB ROLES

Legal Assistant

Legal Secretary

Paralegal

Claims Handler

Legal Cashier

Conveyancing Assistant

WE KNOW YOUR WORLD.

Our Team




Leanne Stopp
Recruitment Partner

02921 303777
leane.stopp@hooprecruitment.co.uk

Leanne joined Hoop shortly after graduating from Cardiff University with a 2:1 in Law as a Recruitment Partner covering the Part Qualified Accountancy & Finance roles as well as legal support.

Primary Contact

Joanna Thomas
Divisional Manager

 02921 303777

 joanna.thomas@
hooprecruitment.co.uk



Hoop Procurement

Hoop have a dedicated consultant to cover Procurement roles across the UK.

We have talent pools available with experts in purchasing, OJEU, Category management, and supply chain who are seeking a new role. We work across a range of industry sectors so our candidates have a portfolio of experience across both Public and Private sectors.

Our in-depth recruitment experience and knowledge of the procurement profession allows us to find the perfect fit for your organisation.

Based in South Wales, our primary network is within Wales and the West, however our recruitment tools allow us to successfully partner with organisations UK wide.



02921 303777

JOB ROLES

Procurement Manager

Purchasing Manager

Category Manager

Buyer

Senior Buyer

Head of Procurement

Procurement Coordinator
/Officer

Supply Chain

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Rhys Williams
Senior Recruitment Partner

02921 303777
rhys.williams@hooprecruitment.co.uk

Rhys specialises in Senior Finance roles, managing the talent pool of Qualified and Part Qualified professionals at Accountant and Director level. Rhys works with clients across the Public and Private sector and will partner closely with companies to get the right fit. Rhys also recruits for Procurement and Supply Chain vacancies UK wide.

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