



BranWell Ford
UK PENSIONS RECRUITMENT



BranWell Ford
Award Winning Pension Recruitment Consultants



What Makes BranWell Ford Different

➔ *BranWell Ford is 100% focused on recruiting for the Pensions Industry. You will find that our services are unique because you will be working with a team who are qualified pension professionals and recruitment experts.*

You are assured that BranWell Ford understands all aspects of Pensions and the Employee Benefits marketplace.

We interview every candidate, and our service is back up by 50% refund if the candidate you employ resigns within 50 days.

You will not receive duplicate CV's because we guarantee to speak to all candidates and gain consent before CV's are issued.

The BWF team work to ensure that our services are to the highest quality. Each Consultant specialises in recruitment for a different area of the pensions marketplace and you will work with one Consultant who will invest time to understand your company and your vacancy.

Register your vacancy

Telephone: **01279 859000**

Fax: **01279 859009**

On-line: **www.branwellford.co.uk**

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BranWell Ford
Ground Floor, 3 Ducketts Wharf, South Street,
Bishops Stortford, Hertfordshire CM23 3AR

T 01279 859000



BranWell Ford are corporate members of the Recruitment & Employment Confederation (REC) and we conduct our business in line with REC regulations.



Sourcing our Candidates

➔ *We organically grow our candidate portfolio through recommendations and advertising.*

BranWell Ford does not Head Hunt professionals from our clients.

All candidates undergo a competency based interview with their BWF Consultant. The interview is face-to-face and enables your BWF Consultant to qualify experience and technical ability. If location or timescales prohibit a face to face meeting, we conduct a telephone interview and will arrange to meet the candidate the next time we are in their location.

We only issue CV's with the candidates consent, and this reduces the duplications of CV's to you.

CV's detail:

- All educational and professional qualifications
- IT skills
- Employers in descending order with job titles and dates of employment
- Reasons for leaving
- Current Salary
- Required Salary for a new role with suitable location.
- Notice period
- BWF 'Consultants Comments' from the registration interview

HINT&TIPS

If you do require additional information on the CV, please let us know and we will be happy to accommodate your request.

Market Sectors BranWell Ford Recruits for

➔ *BranWell Ford recruits for companies where there is a vested corporate pensions interest.*

We work with FTSE 100 companies and small independent companies across all UK locations in the following market sectors:

- Third Party and In-House Pension Administrators
- Administration Managers
- In-House Deputy and Pension Managers
- Secretary to the Trustees
- Payroll and Accounts
- Governance Specialists
- Delivery and Operational Managers
- Pension & EB Consultants at all levels
- New Business Consultants
- Investment Analysts & Consultants
- Part Qualified and Scheme Actuaries
- IT Programmers, Consultants and Web Designers

- Communications & Marketing
- Documentation, Technical and Legal
- International Consultants
- SIPP & SSAS Administrators & Consultants
- Group Risk Administrators and Consultants
- Flexible & Total Rewards Administrators and Consultants

HINT&TIPS

If your vacancy is unusual, speak to a BWF Consultant who will let you know quickly if we can assist you. If not we will always help you find a solution, maybe adapting the role, advertising suggestions and sometimes recommending a Recruitment Consultancy in a different market sector.

How much will it cost?

This brochure does not form any part of our Terms of Business, which will be sent on request and discussed when a vacancy is registered. Please telephone **01279 859000** and you will be put through to a BWF Consultant who can assist you further.

The Recruitment Process

- ➔ *You will work with a BWF Consultant who understands your vacancy requirements, and it is strongly recommended that you put time aside for a meeting.*

If there are time constraints your Consultant will ring you to discuss your vacancy requirements in more detail and find the key features of the position.

We will select a shortlist of candidates for you to consider and discuss.

Interviews are arranged and feedback provided after the meeting.

If an offer is made, BranWell Ford will present this on your behalf.

You can rest assured that we will help the candidate understand the Contract of Employment and support them during the resignation stage.

How to Register your Vacancy

- ➔ *Telephone **01279 859000**, and you will be put through to the Consultant who will partner you, throughout the entire recruitment process.*

We will need to find out more about your vacancy, your company and the team dynamics. Fact finding is our area of expertise, and it is this attention to detail that will enable your BWF Consultant to be enthusiastic about your vacancy and present it as an opportunity of choice to potential employees.

Company information and benefits can seem quite trivial, but every aspect of the role is important and of interest to us when we are representing you and speaking to candidates.

We will ensure that we only send you CV's that match your vacancy requirements, and rest assured, if we do not have a suitable candidate, we will let you know very quickly and will be able to offer you a range of solutions.

Telephone: **01279 859000**

Fax: **01279 859009**

On-line: **www.branwellford.co.uk**



Quick Response Code
Scan the code above
to view our website

Preparation for an Interview

➔ *BWF wants to ensure that you do not waste your time during the interview process, and so let your BWF Consultant help you. Take time to explain the interview process and we can then prepare the candidate.*

We will need to know:

- The format of the interview
- How many people will be present?
- Where will the interview be held (on-site)
- Will HR be involved?
- Will there be any tests? If so are they pension related, psychometric, multiple choice?
- How many interviews will there be for selection for this role

BWF will speak to the candidate and let them know what to expect. We will provide the candidate with the interview times, a map, travel options and directions, information on the company and contact details in the event that the candidate is delayed.

On the day of the interview, you will need to:

- Have a room booked for the interview and be on time
- Have a copy of the CV to hand
- And a list of suitable questions

Be honest, open and friendly and you will be surprised how much the candidate will tell you about their achievements.

We ask the candidate to ring in and discuss the interview as soon as they leave the meeting and we will contact you and discuss this feedback, your views on the candidate and consider the next stage of the process.

However, if you like the candidate ring your BWF Consultant and let them know. The candidate may be on other interviews and if we know you have an interest we may be able to delay or cancel other meetings arranged.



HINT&TIPS

We recommend at the end of the interview you take 5 minutes to summarise your notes and rate the candidate out of 10 in 4 key areas i.e. relevant experience, company fit, ability to communicate, career objectives, or whatever suits your specific requirements. This method can easily help you distinguish between the people you meet with.



Secure Candidate Commitment

➔ *The offer is crucial to you securing the candidate you want to employ, do inform your BWF Consultant if you like the candidate and we will relay this news on your behalf.*

BWF Consultants are fully trained in negotiating offers with candidates, we will have already discussed salary expectations and have details of the candidates benefits package. If we feel the candidate will be disappointed with your offer, we will raise this as a concern with you before we make the formal offer.

We will present the offer and secure the individuals consent for verbal acceptance.

Issue the offer letter at your earliest opportunity - candidates feel highly valued if they are offered a job and this is backed up in writing immediately.

We also suggest you e-mail the offer to the candidate or to your BWF Consultant, as this will speed up the resignation process.

HINT&TIPS

In a vacancy rich marketplace which is complicated by a candidate shortage, it can be difficult to secure the commitment of the candidate you want to employ. The swiftness of putting the offer of employment in writing will increase your chances on the candidate accepting the job.

Advertising in the Correct Media

➔ *Advertising your vacancy is free and it will be advertised in the pensions press, on www.branwellford.co.uk, other industry related websites and sometimes in local press.*

Our strong marketing campaigns aim to reach all pension professionals whether they are actively seeking employment or not.

Your Consultant will be extremely knowledgeable in drafting adverts and will know the best media to grab the attention for your role. Advertising will be under the heading of BranWell Ford and there will be no mention of your company.

If you require your company details and logo to be used, we will be happy to work with you on such an advertising campaign.



The screenshot shows the BranWell Ford website interface. At the top, there is a navigation bar with links for Home, Candidates, Employers, Vacancies, About Us, and Temp Zone. A search bar is visible with the text "Keywords: E.g. Sales Director" and a dropdown menu set to "Any". Below the search bar, there are several job categories listed, including Pension Administrators, In-house Managers & Trustees, Payroll & Accounts, Technical & Documentation, Flexible Benefits & Total Rewards, Pension & ER Consultants, Actuaries & Investments, Group Risk & Healthcare, SPP & SSAS, and Communication & Marketing. A prominent job advertisement for a "SIPP/SSAS Administrator" is featured, with a "Dream Job Next Exit" graphic. The advertisement text reads: "£30000 - £35000 per annum. Our client is recruiting for their executive pensions team, and we are seeking a number of SPP or SSAS Consultants to join the established team and..."

HINT&TIPS

Individuals respond to adverts which detail a salary and we will always advertise a circa salary and details of benefits. If the mention of salary makes you feel uncomfortable alternative wording can be discussed £neg, £comp, £high.

The BranWell Ford Team

- Pip Sanford** MPMI, FIRP | **Managing Director/Owner**
 - Recruits for Consultants, Communications & Marketing, SIPP/SSAS, Pension Solicitors and Group Risk & Healthcare
- Jane Crawley** FIRP | **Managing Consultant**
 - Recruits for TPA* Consultants, Actuaries, Independent Trustees, Investment and Technical at Senior levels.
- Hayley Brockwell** MIRP | **Senior Consultant**
 - Recruits for In-House vacancies
- Nikki Haupt** MIRP | **Senior Consultant**
 - Recruits for TPA vacancies for salaries up to £45k
- Cheryl Thomas** - **Administrator**
 - Supports the team for administrative purposes.

Christine Brannigan FIRP BA(Hon) | **Director/Owner**

*TPA - Third Party administration

