

<b>Job Title: Officer – Graduate Recruitment Attraction - Talent</b>	<b>Division/Dept: Graduate Recruitment</b>	
<b>Reports to: Senior Officer - Talent</b>	<b>Line manages: n/a</b>	<b>Date: Summer 2010</b>

### About Teach First

Teach First is an independent educational charity, Reg. No. 1098294, established in 2002, with a mission to *address educational disadvantage by transforming exceptional graduates into effective, inspirational teachers and leaders in all fields.*

We recruit exceptional graduates to teach in challenging schools for a minimum of two years. The majority of these graduates would not otherwise have considered teaching.

With the support of our partner universities, we train our participants to be effective teachers and leaders of the future through Teach First's two-year Leadership Development Programme. Our Programme is aimed at ensuring participants maximise their impact on pupil achievement in the short term and develop a set of transferable skills that will ensure their broader impact on educational disadvantage in the future.

Since 2002, we have placed over 1800 of the UK's highest achieving graduates into challenging schools in London, the East and West Midlands, Yorkshire and the North West. By 2013, we aim to be recruiting up to 850 graduates each year, making Teach First one of the largest graduate recruiters in the country.

On completion of the two year programme, our participants graduate as Ambassadors (alumni). Some remain as excellent teachers and leaders in their schools, others take positions of responsibility in a variety of sectors, but whatever route they take, they continue to work towards achieving our mission to ensure that every child succeeds, regardless.

By giving exceptional graduates the opportunity to teach and make a difference in the most challenging schools, Teach First aims to equip tomorrow's leaders in all fields with the motivation, skills and understanding to end educational disadvantage.

Teach First is currently ranked 8th in The Times High Fliers annual survey of the most prestigious graduate recruiters – the highest ranked charity in Britain, and is the Charity Awards Education and Training Charity of the Year. The organisation currently has around 120 staff. Teach First has an annual operating budget of over £10.5 million, and relies on voluntary donations from companies and foundations and other sources in order to continue our work.

More information can be found at: [www.teachfirst.org.uk](http://www.teachfirst.org.uk).

### Job Purpose:

To professionally represent Teach First to potential candidates. To deliver the on-campus campaign to assigned universities and other talent pools to ensure Teach First fills its required vacancies with top quality candidates

### Dimensions:

- Approximately 750 -850 graduate vacancies per annum (over 3,500 applications)
- Personally deliver around 100 hires per recruitment year
- Spend a significant amount of time on campus (up to 4 days a week)
- Act as an assessor for at least 20 assessment centres
- Deliver 100+ events over the year

### Key Accountabilities:

Responsibilities fall into the following areas, which include, but are not limited to:

- Research information for assigned universities and other pools of potential.
- Identify key talent (graduates & Brand Managers) within assigned universities and encourage good quality candidates to apply, in line with the current graduate recruitment strategy.
- Continually evolve devised attraction campaign plan for the season, identifying resources and budget required to deliver.
- Deliver campaign, using supplied graduate recruitment marketing toolkit and ER guidelines.
- Manage budget for assigned universities and maintain detailed records.
- Inform and influence talent pools
- Lead and run events
- Raise brand awareness
- Build added value relationships with key stakeholders
- Meet with students, academics, students unions, CAS and potential candidates not on campus
- Create and maintain important networks within assigned universities.
- Set up and participate in facebook and other social media groups as required
- Support candidates through the recruitment process
- Cultivate potential talent and offerees
- Manage brand managers. Provide feedback on brand manager operation.
- Participate in brand manager training and staff training as required
- Evaluate campaign and make recommendations for improvement. Feed into Communications and Intelligence team.
- Gather market intelligence and feed into the Intelligence team.
- Maximise HEAPs relationships through Ambassador team
- Act as assessor at Assessment Centres.
- Contribute to projects as required

### Competencies, Skills, Characteristics and Experience Required:

- Involved in recruitment of staff
- Involved in Assessment Centres
- Financial reporting
- Self development and continuing personal development
- Delivery of operational goals
- Project management
- Contribution to development of “how” in operational areas
- Management of relationships internally and externally
- Represent TF externally
- Management of temp staff
- Research and investigate information to enable strategic decision-making by others.
- Belief in the Charity’s mission.
- Belief in the Charity’s values of Commitment, Collaboration, Excellence, Integrity & Leadership

### Person Spec

- A good team player but also the ability to work under own initiative to meet deadlines
- A good eye for detail
- Computer literacy
- Proven project management skills
- Relationship management
- Exceptional relationship-building skills; the ability to establish effective working relationships with people of all working styles, backgrounds, industry-experience, etc.
- Excellent communications skills and experience of working with managers including presentational skills and the ability to communicate the mission effectively.
- Strong organisational skills and the ability to assess, prioritise and manage a varied workload
- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute

changes in a dynamic organisation

- Person with a “can-do” attitude able to help the organisation expand in the coming years.
- A team player who is willing to take the lead on projects

**Location:** Flexible – any of the Teach First offices would be considered

**Salary Band:** £26,500 - £36,000 (Please note this banding includes both Officer and Senior Officer positions)

**Benefits:** A generous performance related award package of up to 20% (per annum) of your basic salary, 27 days vacation per annum (7 of which must be taken during the two weeks of Christmas and New Year office closure), participation in the employee pension scheme (with an employer contribution of up to 6%) and private healthcare insurance policy, life assurance and income protection, childcare voucher scheme and interest free travel season ticket loan.

**Closing date:** 12<sup>th</sup> March 2010

**To apply:**

Please send a copy of your CV with cover letter for the attention of Sharon Blakeman [hr@teachfirst.org.uk](mailto:hr@teachfirst.org.uk) quoting reference number TF001 on your application.

	Name	Signature	Date
Immediate Manager	Senior Officer Talent		March 2010