

Talent Management Assistant

The Talent Management Assistant will play a key administrative role in the Talent Management Team in the Human Resources department. The Talent Management team is responsible for leading the attraction, recruitment, on-boarding and development of Teach First Employees. The purpose of this role is to provide flexible, responsive and proactive support to the Head of Talent Management and the broader team. You will have the opportunity to work on a variety of projects which will enable many opportunities to build strong relationships inside the team and department, across the broader organisation and with suppliers and vendors. The Talent Management Team has an ambitious remit, and you will support its successful delivery with your strong organisation, planning and communication skills.

At this level you will:

- Report to Head of Talent Management, working closely with all members of the Talent Management Team and other colleagues within the broader Human Resources department.

What you do

- Provide administrative support to the Head of Talent Management, including:
 - diary management, room, travel, accommodation bookings
 - agenda creation and distribution
 - meeting minutes and actions
- Support Talent Acquisition Advisors with recruitment activity, including:
 - Posting jobs on appropriate channels (including social media and job boards)
 - Utilising our Applicant Tracking System and Excel spreadsheets to monitor and track recruitment data
 - Conducting candidate contact and feedback calls
 - Preparing recruitment packs
- Support Talent Development colleagues with learning and development delivery, including:
 - Event logistics: Communications with suppliers, facilitators and attendees, producing and preparing materials
 - Raising and tracking purchase orders,
 - Administration of our learning management system: management of intranet and other online tools
- Track milestones, deliverables and other data for the Talent Management team plans and follow-up accordingly

You're good at

Essential:

- **Relationship Management:** - Builds strong relationships inside and outside of the organisation to produce favourable outcomes for Teach First
- **Planning and Organising:** - Displays strong personal organisation and ability to organise others
- **Communicating and Influencing** - Communicates clearly, confidently, proactively and professionally with others to engage and influence; builds confidence and trust
- **Delivering Results:** Takes personal responsibility and holds others accountable for delivering against priorities; works to continually improve own performance
- **Administration experience:** Advanced Excel Skills and a proven ability to work autonomously and with others in a fast-paced environment

All our employees are expected to model [our values](#) and help others to do so.

Location

London. Local Area *Office*, 6 Mitre Passage, Greenwich Peninsula, SE10 0ER

Salary

£23,870 + £3,000 London weighting (Pro rata for part time contracts)

Contract type

We are willing to accept applications for both full time and part time positions and appropriate working patterns will be discussed with the successful candidate.

Apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu.

Next Steps

We aim to provide feedback to all applications within 10 working days from the closing date.

First stage interviews to be held 17th November.