

Contract:	Fixed Term 12 Months
Hours:	Full Time
Location:	Any Teach First Local Area Office. (please note weekly travel to campus will be required)
Level:	2
DBS required:	No
Starting Salary:	£31,510

University Recruiter

Purpose of the team:

How much you achieve in life should not be determined by how much your parents earn. **Yet in the UK, it too often is.** In the University Recruitment Team, we work with universities to recruit people with leadership potential to be inspirational teachers in schools in low-income communities across the country. These leaders go on to work in schools and other sectors of society towards our vision: **a future where no child's educational success is limited by their socio-economic background.** For more information on the work we do and which regions we operate in, please visit www.teachfirst.org.uk.

Purpose of the role:

The University Recruiter is responsible for targeting and recruiting talented individuals from a number of universities to apply to the four flagship Teach First graduate and undergraduate programmes (the Leadership Development Programme, Insight, Taster, Brand Managers). They plan and deliver all Teach First activity at those universities to ensure we hit our ambitious cohort targets, including designing and delivering key events and activities, line managing student brand managers, fostering strong relationships with stakeholders and building a strong and diverse pipeline of future applicants for our programmes. Their purpose is to raise the brand of Teach First on campus to support the achievement of recruitment targets so that Teach First can place teachers where they are needed most to end educational inequality.

At this level you will:

- **Impact:** Be responsible for setting and delivering the recruitment strategy at assigned universities to achieve targeted number of hires, as well as building the brand for future recruitment and growth.
- **Communication:** Work closely with student and graduate pipelines for all programmes, build and develop stakeholder relationships, line manage a team of student brand managers.
- **Innovation:** Creatively build the strategy on campus to grow the brand and prestige of TF and work independently to hit your ambitious targets across all four programmes.
- **Knowledge:** Foster a strong understanding of the UK graduate marketplace, recruitment and sales techniques, the Teach First message and brand.

Your responsibilities will include:

- Delivery of required volume of hires for all four Teach First programmes through designing and implementing a focused sourcing strategy. Where challenges arise, gathering and evaluating relevant information to make effective, considered and timely decisions.
- Build a strong brand by expertly promoting Teach First and our programmes through a wide range of engaging and innovative activities and events, as well as implementing a bespoke marketing strategy on each campus.

- Successfully generating leads and proactively managing a pipeline of applicants, exercising sound judgements on how best to pursue and convert them and confidently off-boarding unsuitable or ineligible candidates.
- Cultivate relationships with future participants through regular meetings, phone calls and tailored events to ensure they are prepared to start the Leadership Development Programme.
- Identifying, engaging and cultivating applicants to our Insight programme for penultimate year students by building relationships with candidates at each stage, including supporting the transition to a future LDP offer.
- Line manage teams of student Brand Managers across different campuses to support you with delivering your events and brand strategy; empowering and motivating them, providing feedback, and growing their confidence in role.
- Establish, foster and maintain a high volume of stakeholder relationships, both internally with colleagues and externally across your assigned campuses (e.g. student societies, careers services, academic departments, SU and outreach networks) to produce favourable outcomes.
- Implementing events in line with the team-wide campaign that drive engagement and participation with Teach First, from planning, budgeting and design, through to implementation and then evaluation; developing innovative new events around campus knowledge.
- Identifying key talent through adopting a headhunting approach and influencing good quality candidates to apply to our programmes.

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you will be required to attend evening events and travel to your university campuses on a regular basis, which may involve overnight stays where required. You may also be needed to travel to other UK locations from time to time to support colleagues on their campuses or to visit other TF offices. You will also be required to attend away days/retreats for training and team building purposes, as well as the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- **Delivering results:**
 - Significant experience maintaining personal responsibility for exceeding individual and team targets.
 - Experience maintaining a high level of drive and motivation in the face of challenging circumstances, both for self and the wider team.
- **Relationship management**
 - Significant experience building and maintaining relationships with internal and external stakeholders, often overcoming significant challenges or barriers to effective working.
 - Experience at utilising effective stakeholder relationships to produce favourable outcomes.
- **Pipeline management**
 - Experience of pipeline management, including effectively navigating multiple priorities and exercising sound judgement on how best to proceed to reach overall end goal.
 - Understanding of how Teach First compares to the competition and ability to find ways to positively position our brand to overcome barriers.
- **Communicating and influencing**
 - A confident and clear communicator across different audiences, confident in active listening and understanding barriers and concerns in order to build trust.
 - Significant experience of adapting communication style to different stakeholder groups to maximise support and engagement.

- **Problem solving and decision making**
 - Confident decision-maker, with experience of taking action to improve numbers or drive towards outcomes where needed.
 - Confident gathering and evaluating relevant information in order to make effective decisions.

- **Knowing the Market:**
 - Demonstrable awareness of the graduate and university landscape within which Teach First operates, including challenges to our recruitment and likely competitors.
 - Proactively ensures knowledge of graduate marketplace issues remains up to date.

Desirable skills and experience:

- **Event management:**
 - Experience of event management, from planning, budgeting and design, through to implementation and then evaluation.

- **Managing and developing others**
 - Experience of managing or providing direction to teams, supporting them to achieve their own and team objectives.

All our employees are expected to model our values and help others to do so.

Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

How to 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 after informing your line manager of your interest.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. For this role first round telephone interviews will take place on 3rd October 2018 and second round interviews will take place on 10th October 2018 in our London Head Office or one of our Northern offices as needed.