
Contract Type:	Permanent
Location:	London
Level:	2
Hours:	Full Time
DBS required:	None
Salary:	£28,336 (roles based in London will also receive £3000 London Weighting Allowance)

Talent Development Adviser

Purpose of the team:

The Human Resources Department ensures that Teach First implements and delivers on its people strategy. We are committed to providing our employees with a positive working experience to improve our organisational performance. Our department is split into three main teams; Employee Experience & Culture, HR Shared Services and HR Delivery (within these teams we have the following sub teams: Payroll processing/Benefits, HRIS, Talent Acquisition, HR Business Partnering/Advisory and Talent Development). Together we manage all aspects of the employee life cycle. We ensure we recruit the right people and then develop and support them to be fully engaged so they can contribute to the success of our organisation.

Purpose of the role:

The purpose of this role is to ensure that across the organisation, Teach First employees have the right skills and capabilities to maximise their performance and productivity aligned to our organisational strategy. As a member of the Talent Development Team, you will design, develop and oversee delivery of end to end learning, training and development solutions informed by a needs analysis, our capability framework and the organisational strategy.

At this level you will:

- Report to the Talent Development Manager
- Work collaboratively with colleagues in the department and learning and development colleagues in other business areas to ensure alignment with organisation's talent strategy

Your responsibilities will include:

- Understand the current capabilities of the employee community through formal and informal Needs Analyses.
- Lead the development and implementation of a cost-effective set of 70-20-10 core and functional development solutions.
- Lead organisation-wide compliance training.
- Support functional experts to develop training solutions in their area.
- Create and manage systems and processes for the tracking, quality assurance and evaluation of all talent development solutions.
- Manage and source relationships with suppliers and delivery partners, ensuring strong collaborative relationships and good value for money.
- Lead the continuous improvement of the Teach First onboarding process, by collaborating with stakeholders across the organisation to deliver a high quality and standardised onboarding process for all employees.

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 may be required to travel to other UK locations from time to time.

Person Specification

Essential skills and experience:

- **Knowing the Market** - Knowledge of best practice in Learning and Development.
- **Programme Design** - Able to design complex, strategically-aligned and scalable programmes from start to finish that meet the needs of internal staff and external stakeholders.
- **Relationship Management** - Displays ability to influence outside own function and to form alliances with other areas in to support delivery of L and D strategy.
- **Delivering Results** - Has a drive for achieving key accountabilities and objectives of the role, showing passion, ambition and persistence in making a measurable contribution to Teach First and helping the organisation to achieve its short-term objectives and long term mission.
- **Communicating and Influencing** - Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust in others.

Desirable skills and experience:

- **Human Resources** - Experience of activities relating to the employee lifecycle, including the attraction, recruitment, on boarding, development and retention of employees.

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

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 interviews are likely to take place on 8th and 9th January with second round interviews on the 15th January.