

Contract Type:	Permanent
Level:	2
Hours:	Full Time
Location:	Any Teach First regional office
DBS required:	Basic
Starting Salary:	£31,510 (roles based in London will also receive £3000 London Weighting Allowance)

Talent Acquisition Advisor

Purpose of the department:

The HR Department ensures that Teach First implements and delivers on its people strategy, we are also committed to providing our employees with a positive working experience. Our department is split into two main teams; 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 and ensure we recruit the right people, develop and support them to enable our employees to be fully engaged so that they can contribute to the success of our organisation.

Purpose of the role

The Talent Acquisition team is responsible for the attraction, selection and pre-boarding of Teach First employees. We recruit over 150 operational, strategic and administrative roles annually, across seven directorates, and the Talent Acquisition Advisor plays a key logistical role in supporting this activity.

As Talent Acquisition Advisor, you will effectively manage the end to end recruitment process. Working closely with the HR Business Partners to identify the hiring needs of each department, you will be responsible for identifying and implementing relevant recruitment channels, using your creativity and experience to successfully recruit for more specialist and niche positions. You will ensure you are providing exceptional value for money by placing social media and direct sourcing methodologies at the heart of your recruitment campaigns. To be successful you will need to build and manage key stakeholder relationships across the organisation, advising hiring managers on optimal attraction and selection strategies for their roles, and supporting them to secure exceptional talent whilst delivering a high-quality candidate experience.

At this level you will:

- **Impact:** Acting as a subject matter expert for all internal recruitment activity and delivering high quality recruitment campaigns that secure best in class talent.
- **Communication:** Manage relationships with a range of internal and external stakeholders. Work with candidates to ensure a great recruitment experience
- **Innovation:** Contribute to continual process improvements to ensure simplicity and efficiency throughout the recruitment process
- **Knowledge:** Have experience of managing end to end recruitment gained either in an in-house or agency environment

Your responsibilities include:

Connecting and engaging with talent

- Ensure that all candidates receive a first-class recruitment and pre-boarding experience

- Identify opportunities for marketing Teach First and raising our profile as an employer of choice
- Write engaging and impactful job adverts to inspire applicant interest and identify relevant channels to generate talent primarily through direct sourcing and social media advertising
- Support the building of a pipeline of talent across defined disciplines which is supported by an effective engagement strategy
- Provide support and guidance to internal candidates in applying and interviewing for internal opportunities

Delivering a first-class recruitment service and tailored resourcing plans

- Understand each of the departments you support and their unique resourcing needs
- Advise managers on the most effective attraction and selection strategies for their vacancies and support in their delivery
- Drive recruitment campaigns from concept through to delivery, determining innovative strategies for specialist, niche or hard-to-fill positions
- Support hiring managers on the most effective selection and assessment approaches and support in their delivery including conducting competency-based interviews as required

Person Specification

Essential skills and experience:

Recruitment Campaigns and Marketing:

- Implements recruitment campaigns that effectively engage talent with the brand, primarily through social media and direct sourcing methodologies.
- Advises on appropriate channels for each recruitment campaign, ensuring an integrated approach that uses digital technologies to full potential.
- Applies understanding of the different target audiences to lead the planning, design, implementation and evaluation of effective recruitment campaigns.

Relationship Management:

- Manages and develops internal and external stakeholder relationships and partnerships to produce favourable outcomes for Teach First.

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.

Customer Service:

- Takes a proactive approach to meet the needs of internal and external customers (candidates, hiring managers, senior leaders and external suppliers) and seeks to collect, interpret and deploy customer information to continually improve customer service and increase customer satisfaction.

Process Management:

- Process ownership and quality control; following set processes and ensuring all deliverables are met; identifying areas for improvement.

Desirable skills and experience:

Knowing the Market:

- Awareness of the landscape within which Teach First operates; using contextual information to input into decision making.

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 the intranet 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 week on 22nd February 2019 with second round interviews as required.