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| Contract:        | Fixed-term 12 Month Contract   |
| Working Hours:   | Full Time 37.5   |
| Location:        | We have offices based across England and Wales. The successful candidate would be based in the North East, London, West Midlands, Wales, South West, North West or Yorkshire office. |
| Starting Salary: | £31,510 (additional London weighting for those based in the London office)   |

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## University Recruiter

### Purpose of the team:

The University Recruitment team works with universities across the UK to recruit people onto our graduate and undergraduate programmes. Our University Recruiters each have responsibility for recruitment at two to four universities, working as part of a large and dynamic recruitment and marketing team. We recruit people with leadership potential to become inspirational teachers in schools in low-income communities across the country, contributing towards our vision: a future where no child's educational success is limited by their background.

### Purpose of the role:

As a University Recruiter, you will be the face of Teach First on campus; creating a strong brand with university contacts, potential applicants and offerees. You will develop and own your strategy to meet ambitious targets at your assigned universities. Your role will involve everything from; strategy design and implementation, event planning and delivery, social media and marketing, through to line management of part time student employees, presenting at campus events, pipeline management and internal project work. Extensive initial and ongoing training is provided for all University Recruiters to ensure that you are able to develop your skills in role and continue to expand your expertise through an ongoing professional development plan.

### Your responsibilities will include:

- Delivery of required volume of hires for all Teach First programmes through designing and implementing a focused sourcing strategy, tailored to each university context and timelines.
- Being the face of Teach First, expertly building a strong brand via a wide range of engaging activities and events, generating interest and inspiring people to apply to our programmes.
- Building and maintaining relationships with future participants through regular meetings and phone calls to ensure they are prepared to start the Leadership Development Programme.
- Building and maintaining a large network of stakeholders at each of your universities, such as careers services, student unions and university societies.
- Delivery of bespoke recruitment events, nationally and on a smaller-scale, tailored to the needs of your universities - e.g. presentations, networking events and skills workshops.
- Line manage teams of part-time employed students to support you with delivering your brand strategy and events; motivating them and providing feedback (support is provided for those new to formal line management).
- Building strong internal relationships with colleagues across the recruitment department and the wider organisation, in order to secure the best possible outcomes for your participants.
- Identifying top talent through adopting a headhunting approach, influencing high-quality candidates to apply - both on campus and via digital platforms, e.g. LinkedIn.

*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 and occasional weekend events and travel to your university campuses on a regular basis, which may involve overnight stays where required. You may also be required to travel to other UK locations from time to time to support colleagues on their campuses or to visit other Teach First 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 and/or KPIs.
  - Experience maintaining a high level of drive and motivation in the face of challenging circumstances, both for yourself and within a team.
  - Demonstrable experience of planning and organising your time effectively, with a proven ability to balance multiple priorities.
- **Relationship management**
  - Significant experience building and maintaining relationships with internal and external stakeholders, often overcoming significant challenges or barriers to effective working.
- **Communicating and influencing**
  - A confident and clear communicator across different audiences, able to build trust through active listening and understanding barriers and concerns.
- **Problem solving and decision-making**
  - Confident decision-maker, experienced in taking action to increase results as needed.
  - Confident in making good use of data and anecdotal feedback to course-correct and build towards successful outcomes.
- **Team work and collaboration**
  - Experience working as part of a team collectively working towards a common goal.
  - Confident in sharing effective practice, giving and receiving feedback and supporting cross-team to help colleagues achieve successful outcomes.
- **Knowing the market**
  - Up-to-date awareness of the graduate and student recruitment landscape within which Teach First operates, including a good understanding of our competitors (both teaching routes and other graduate employers).

### Desirable skills and experience:

- **Event management and delivery**
  - Experience of event management, from marketing, planning and design, through to implementation and evaluation.
  - Confident and engaging public speaker, able to adapt to a large or small scale.
- **Managing and developing others**
  - Experience of managing or providing direction to teams, supporting them to achieve their individual and team objectives.

## Salary:

£31,510 (+£3,000 London weighting for those working in our London office)

### Benefits:

You can find full details of Teach First employee benefits [here](#). We offer:

- The opportunity to join a high-performing and supportive team, currently the largest graduate recruiter in the UK and ranked #4 in the Times Top 100 Graduate Employers.
- Flexible working.
- Private medical insurance.
- 27 days holiday per annum.
- Ongoing learning and development opportunities.
- Up to three working days a year to engage with [our mission](#) through a range of activities.

### Next steps:

We aim to respond to all applicants within 10 working days of the role closing. If successful at application stage, you will be invited to a phone interview between 1-8 May. Candidates successful at first round phone interview will be invited to a final stage interview between 13-22 May.