

Experienced Hires Recruiter

Purpose of the team:

The Experienced Hires team are responsible for delivering 41% of the recruitment cohort for Teach First and the growth of the overall representation of experienced hires candidates within the cohort.

We recruit individuals who are looking to change career or have a significant level of experience already within a work environment. These may be recent graduates, young professionals or career changers.

We are responsible, alongside the University team, for delivering our organisations recruitment number, a target that is set annually by our external stakeholder – The Department for Education.

Purpose of the role:

The Experienced Hires Recruiter is responsible for targeting and recruiting talented individuals from several specific geographical regions to apply to the Teach First Leadership Development Programme.

You will be responsible for all Teach First activity within your allocated regions. This includes accountability for hitting ambitious targets, delivering key events and activities, fostering strong relationships with key stakeholders; and building a strong pipeline of future diverse applicants from well-established demographics and emerging talent pools.

You will raise the brand of Teach First to support the achievement of teacher recruitment targets so that we can place exceptional teachers in classrooms where they are needed most with the aim of reducing educational inequality.

At this level you will:

1. **Impact:** You will 'own' your regions and take responsibility for delivering success against block targets within each region. You will set the key events and necessary activities within said regions to meet targets. You will think operationally regarding day to day activities and more strategically about future activities that will positively impact your delivery
2. **Communication:** Communicate with internal stakeholders within attraction, application management, selection and post offer management to deliver the overarching target
3. **Innovation:** An innovator, you will consistently strive to identify, develop and make improvements to process, techniques, procedures, and services that will allow growth and sustainability for your regions longer term
4. **Knowledge:** You will have an understanding of, and experience in, a recruitment team or department

Your responsibilities will include:

- Delivering a high volume of applications from a diverse range of applicants to deliver a targeted number of hires
- Generate a high volume of quality leads that will, in turn, go on to apply for our Leadership Development Programme or Time to Teach Pilot
- Plan, deliver and execute events effectively

- Engage and cultivate relationships with future participants through regular meetings, phone calls and tailored application workshops to ensure they are fully compelled and prepared to start the Leadership Development Programme
- Building relationships with your end to end pipeline through managing contact, delivering application and assessment centre support, encouraging and compelling individuals to apply
- Establish, foster and maintain a high volume of stakeholder relationships across your assigned regions with important diverse networks
- Within those relationships develop a robust and effective matrix management relationship with your respective internal counterparts overseeing key sections of your pipeline
- Identify key talent through headhunting and utilise Linked In to full effect to attract quality passive job seekers
- Maintain an exceptional standard of customer service at all stages of the candidate journey
- Build a strong brand in your assigned area for Teach First - expertly promoting the Teach First and our programmes through a wide range of engaging activities and events

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. You will also be required to attend away days and the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- **Pipeline Management:** Proven experience generating leads and proactively managing a pipeline of prospects to hit agreed targets
- **Customer Insight & Service Excellence:** Adept at building a rapport with talent, using customer insights for a proactive approach to customer relations and seeking out opportunities to improve delivery of customer interaction
- **Relationship Management:** Pro-actively developing and nurturing external stakeholder relationships using CRM data and adapting a style to build strong sustainable partnerships
- **Communication and influencing:** Experience of communicating persuasively to a wide range of audiences, using presentation skills to deliver specific messages to target audiences both internally and externally
- **Planning and organising:** Excellent time management skills with the ability to manage multiple activities and priorities to deliver key outcomes effectively

Desirable skills and experience:

- An understanding of the wider education sector and a willingness to continually evolve that knowledge base by keeping up to date with relevant updates and any key government or legislative changes
- Appreciation/familiarity with the external market challenges that can provide barriers to attracting quality candidates to the Leadership Development Programme
- Solutions focus
- Objection handling experience

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

