Recruitment Officer
(Applications)
9 month FTC

The role

This team manages high volumes of applications for one of the UKs largest graduate recruiters. Our aim is to deliver a diverse cohort of committed, engaged teachers which is fundamental in addressing Teach First's vision of ending educational inequality. The Applications Team is based in our West Midlands office, and is integral to the recruitment department.

You will be the sole point of contact for a designated geographical region or group of universities. You will be responsible for getting applicants to open and submit applications, whilst providing support and guidance throughout an applicant’s journey to ensure they start the Teach First Training Programme.

The detail: day-to-day work

Impact: Be responsible for managing a pipeline of applicants to achieve targeted conversions and numbers of hires to the Training Programme

Communication: Single point of contact for applicants to the Training Programme. Building working relationships with internal stakeholders.

Innovation: Follow admissions procedures to effectively manage applications. Share best practice and provide creative and innovative solutions for challenges in your pipeline.

Knowledge: Ability to expertly promote the Teach Training Programme, delivering accurate information to applicants in line with correct Teach First messaging. Develop tailored knowledge of your specific pipeline.

You’ll take ownership for:

- You will have an individual target of teachers to start the programme that you will have ownership for. You will report on these weekly and track their conversion.
- Inspiring and motivating applicants who have opened an application progress through the whole selection process.
- Offering tailored support, guidance and ‘top tips’ to encourage strong performance through our selection process through coaching style support.
- Communicating offers to trainees and assisting with ongoing queries while maintaining strong relationships to ensure withdrawals to the programme are kept to a minimum.
- Expertly promote the Teach First Training Programme, delivering accurate information to applicants in line with correct Teach First messaging and representing Teach First in a professional manner both internally and externally at all times.
About you

The essentials:

**Pipeline Management** – the ability to convert applicants from lead through to offer stage in line with agreed targets.

**Relationship Management** – be able to establish effective relationships with people from all backgrounds (including prospective applicants, incoming participants and Teach First employees).

**Self-management** - strong organisational skills and the ability to assess, prioritise and manage a varied workload; efficient, task-focused individual with an eye for detail; ability to be flexible and adapt to unexpected changes in priorities and tasks, identifying and implementing solutions to complex problems.

**Communication & Influencing** - excellent persuasive oral communication skills; the ability to effectively tailor messaging to individual applicants resulting in applications to the Teach First Training Programme.

The nice to haves:

**Knowing the Market** - has an understanding of UK Universities, the UK recruitment market (graduate and experienced hires focus) and Teach First’s customers and competitors. A sales, recruitment or target driven background would be advantageous.

**Customer Relationship Management system knowledge** - experience using CRM systems and ability to develop knowledge and proficiency of Teach First’s relationship management system.

Good understanding of Teach First Training Programme and recruitment process.

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

The main responsibilities of this role are described here. As our needs as a charity change, we may need to make reasonable changes from time to time.

We succeed when we work together. Here’s who you’ll be working with regularly:

- Recruitment Manager
- Recruitment Officers
- Admissions Officers
- Recruitment Coordinators

More info on how the role fits in with the rest of the team and charity:

You’ll report to: Recruitment Manager

This position is a level 2 role. Take a look at our role levels and where you’ll fit in.
More about working for us

There’s lots of great stuff about working here. For full details pop over to our webpages.

Our culture: We live by our principles. They underpin our culture and identity. And inform everything we do. Find our more about our cultural principles

Diversity and inclusion: Together we’re creating a culture where everyone, from any background, can do their best work. We want you to be able to bring your whole self to work. Find out more about what we’re doing to improve our diversity and inclusion.

Our benefits: Our mission is critical and the work’s important, but so’s your life. We’ve put together a benefits package that means you can live and work well. Find out more on our Working at Teach First webpages.

This role is suitable for agile and flexible working

Our agile way of working gives you flexibility. Need to start late, finish early or fancy a change of scenery? That’s fine, our Agile Working policy focuses on what you achieve, not presenteeism.

If you need a set and regular working pattern to support your life have a chat with us about flexible working options. Over 100 of us already have a flexible working agreement, with more than 70 different working patterns in place. We’re ready to hear your request. Find out more via our flexible working policy.

Building a fair education for all.
And a great place to work.