



ROLE DESCRIPTION

JOB TITLE: HEAD OF TALENT ACQUISITION

DATE WRITTEN: December 2024

ACCOUNTABLE: Reports and is accountable to the Director of People & Culture

YOUR ROLE IN OUR MISSION:

Mountains. Jungles. Swamps. Unrest. No roads. We overcome these barriers to help bring practical help, physical healing and spiritual hope to some of the world's most remote and inaccessible communities.

Millions of people cannot access basic medical care, clean water, schools or receive the Good News of God's love, simply because it's too dangerous or time-consuming to reach them. We provide flights for 2000 aid, development and mission organisations to enable them to transform lives. It's a great partnership – and you can help make it possible.

The HR team is committed to the attraction and retention of a highly engaged and performing workforce that is committed to delivering our vision to see isolated communities changed by the love of Christ. We do this by nurturing a supportive and encouraging environment, where strong relationships are built, personal growth, innovation and creativity are encouraged, and performance achieved.

As our new Head of Talent Acquisition, you will be doing exactly that. You will drive our recruitment strategy, overseeing the placement of roles both overseas and in our UK office, while taking ownership and responsibility to execute a best-in-class candidate experience.

JOB SUMMARY:

The Head of Talent Acquisition will own recruitment for us in support of our strategic priorities, partnering with hiring managers and offering innovative and creative advice and solutions on how to attract and recruit the best talent available. This is a strategic managerial role, with international reach – but still, very much a position where you roll your sleeves up and take a hands-on approach to deliver first-rate talent for the organisation, and experience for our candidates. You will oversee all recruitment activity passing through the UK office, owning our ATS and line managing the Talent Acquisition Officer.

KEY RESPONSIBILITIES:

1. Talent Acquisition Strategy

- Develop and implement a talent acquisition strategy, with a strategic focus on digital optimisation, to ensure improving placements for both UK and overseas roles.

- Oversee and deliver all employer brand initiatives and recruitment campaigns including hiring events to drive candidate engagement and boost our employer brand.
- Build diverse candidate pools, and create initiatives to attract and retain diverse talent.
- Develop and analyse our recruitment metrics, and use your knowledge, market insights, numbers and analysis to continually refine and improve the talent acquisition process using a data-led approach.
- Offer a clear, supportive and innovative voice in interactions with international colleagues to streamline processes and ensure seamless, effective collaboration.
- Use creative and innovative approaches to continue to reach new candidate audiences in a narrow field.
- Continuously review our process to drive improvements and change, especially through the use of emergent technologies.
- Work closely with colleagues in our youth outreach programme 'Co-Pilot' to develop, maximise and harmonise our approach in bringing a younger demographic into our talent pools, incorporating this relationship into our strategy.

2. Transactional Recruitment Management

- Create and deliver an annual international recruitment action and promotional plan
- Be a key member of the matrix team responsible for the promotion and delivery of recruitment advertising including online/offline campaigns and analysing results to inform planning and performance improvements. Working closely alongside matrix colleagues to ensure that the recruitment message remains central throughout our range of communications activities and that our voice is clear, compelling and interacts and synergizes seamlessly with our existing central campaign operations.
- Monitoring, reviewing, and developing the recruitment pages on our website to maximize engagement
- Overseeing the development and maintenance of physical resources for overseas recruitment
- Representing MAF throughout the year at festivals and other events within the UK as a passionate and compelling advocate.
- Initiating high quality recruitment events in various forums throughout the year.
- Leading in the development of the Online Recruitment Journey
- Leading in the recruitment of UK roles
- Working with the Digital Comms team and Talent Acquisition Officer to maintain and develop recruitment content on social media platforms
- Training and supporting UK managers with hiring responsibilities in effective recruitment techniques and selection processes, ensuring that colleagues are coached and upskilled to sufficiently assist in the delivery of an efficient campaign.
- Review the workflow of the recruitment process to ensure that the workload requirement for managers supporting the process is mitigated and manageable, whilst maintaining their engagement in the process.
- Work with the UK and International HR Managers to deliver a seamless onboarding process for all joiners

3. Overseeing our selection processes to ensure the progression of suitably skilled applicants who meet our faith, vision, and values criteria

- Designing and implementing robust, efficient, and personable selection processes
- Overseeing MAF UK's assessment processes and assisting with interviews if required
- Liaising with MAF International (MAFI) to discuss candidates' potential fit for overseas roles
- Managing our use of UK psychometric assessment.

4. Envisioning and delivering new initiatives to attract and build our talent pipeline

- Overseeing and driving proactive digital acquisition using LinkedIn and other platforms
- Working with other teams to design and deliver creative, engaging, and high-quality recruitment campaigns and promotional initiatives
- Establishing and developing an inter team recruitment advisory group to raise awareness and leverage team support for recruitment initiatives
- Establishing, developing, and sustaining collaborative relationships with key external bodies e.g., Christian bodies within the aviation industry, armed forces, and universities
- Selecting, training, and managing a network of volunteer recruitment champions, increasing the scale of our capacity to support at events and build a greater presence in the community specifically from a recruitment perspective.
- Considering and implementing approaches to encourage greater diversity with applicants.
- Monitoring recruitment statistics and measures to inform decision making, identify issues and prepare management information reports.

5. Partnership

- Building strong relationships with the MAFI recruitment team and proactively sharing resources, experience, and expertise with Resourcing Groups.
- Member of the MAFI Recruitment Steering Group
- Establishing or contributing to recruitment learning circles with other Resourcing Groups

6. Management

- Overall management of the relationship portfolios and specific management of 'Premium' enquirers portfolio
- Line manage, coach, develop and champion the Talent Acquisition Officer.
- Participating in MAF UK organisation development initiatives and policy review
- Managing own time effectively to maximize organisational benefit
- Lead on the overall management and development of the Applicant Tracking System

7. Legal, finance and professional

- Maintaining a high level of legal awareness and ensuring our legal obligations are maintained throughout the recruitment process
- Preparing and managing the recruitment budget
- Modeling self-leadership through continual professional development

8. Travel

- This role involves regular travel within the United Kingdom including up to 4 weekends a year and potential overnight stays during the week.

Other duties as may reasonably be assigned by the Director of People and Culture including covering for other members of the team as required.

DIMENSION AND LIMITS OF AUTHORITY:

- Expenditure up to agreed budget.
- Responsible for managing the Talent Acquisition Officer and conducting regular 'Catch Ups' and Personal Development Reviews according to agreed standards.
- Decision making within agreed parameters.

TASKS COMMON TO ALL MANAGERS:

- Role modelling of organisational values and beliefs
- Contributing to the shared spiritual life of the MAF UK team as a Christian mission
- Attendance and participation in team and corporate times of biblical reflection and prayer
- Encouraging team members to attend, participate and lead in times of Biblical reflection at regular corporate prayer meetings
- Participate in planning in accordance with the MAF UK strategic plan and as outworked through matrix programme and project teams
- Keeping line manager informed of all relevant information in a timely manner
- Complying with statutory and organisational requirements for the proper handling of personal and sensitive data and ensuring good personal data handling practices are developed, reviewed, and encouraged
- Abiding by Safeguarding, Conduct and other MAF UK policies provided on the Intranet.

CHRISTIAN VALUES, BELIEFS AND ETHOS:

As a Christian mission, MAF UK seeks staff who share in the evangelical Christian values and beliefs as described in the mission, purpose, values, and beliefs statements. All staff will be required to actively support and demonstrate the Christian values of the organisation and to take part in organisational activities such as staff devotions, prayer meetings, and fellowship days.

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PERSON SPECIFICATION		
	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to degree or equivalent standard 	<ul style="list-style-type: none"> • CIPD qualification • Training in employment law
Experience	<ul style="list-style-type: none"> • Proven track record at managerial level for Talent Acquisition in a fast-paced environment 	<ul style="list-style-type: none"> • Experience working in a Christian organisation or charity

	<ul style="list-style-type: none"> • A self-starter with a can-do attitude that has the ability to build strong relationships with stakeholders at all levels • Experience in delivering a best-in-class candidate experience • Line management • Experience in marketing including a working knowledge of on and offline advertising, digital and social media • Experience designing, implementing, and delivering successful projects • Experience using and managing Applicant Tracking Systems • Experience of controlling budgets • Experience conducting effective interviews • Preparation and delivery of recruitment training • Proven experience of automating and improving all aspects of the recruitment process 	<ul style="list-style-type: none"> • Experience of visiting or working in a developing country • Experience working within an aviation setting • Experience using/ interpreting psychometrics in selection processes • Experience working in international recruitment
Skills/Abilities	<ul style="list-style-type: none"> • Strong interpersonal skills including the ability to present and communicate clearly, assertively, and diplomatically • Ability to work cross functionally and build effective relationships internally and externally • Strong analytical skills with the ability to think laterally and to take a problem-solving approach • Ability to work as part of a team to achieve identified objectives, and to work on own initiative to move activities and projects forward • Ability to work strategically and plan, lead, manage and complete projects according to established deadlines • High level ability using Microsoft applications • Ability to develop high quality, creative, digital, and print communications • Strong organisational and time-management skills • Good understanding of recruitment-related employment law, compliance and the GDPR 	<ul style="list-style-type: none"> • Technically skilled to enable effective use and development of online and offline media for communicating recruitment needs
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian • Able to demonstrate understanding and acceptance of our Statement of Faith • Willing to proactively take part in MAF events and meetings e.g., prayer meetings, away days etc. • Able to describe our Christian beliefs and values to others to represent MAF as a Christian mission organisation 	

	<ul style="list-style-type: none"> • A servant leader • Motivated, Creative, and innovative • Proactive and energetic with a flexible approach • Takes responsibility for self-development • Organised, excellent attention to detail and works to high professional standards • Strong attention to detail • Tenacious, strong self-belief, enthusiasm and stamina that allows the achievement of results • Willingness to travel within the UK with a full UK driver's license 	
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SUMMARY OF TERMS AND CONDITIONS

Job Title: Head of Talent Acquisition

Location: This role has the potential to be fully remote or to be offered as a hybrid working arrangement with the requirement to visit the UK office in Folkestone, Kent or possibly in the Milton Keynes area.

Working Hours: Office open officially from 9.00 to 5.30pm (9-4pm on Friday). Hours to be agreed according to flexible working policy.

Terms:

Hours: As a senior appointment at least 36 hours per week but in addition those required to achieve the agreed responsibilities, with a one-hour unpaid lunch break each day.
Flexibility will be required for working additional hours and travel to meet business needs or for travel or meetings on weekends or evenings.
This role involves some unsocial hours, weekend work and travel within the UK

Leave: Annual leave entitlement of 22 days per year plus eight paid public holidays per year.



Pension: Non-contributory pension scheme (10%) of salary on joining.

Additional Benefits:

- Access to our **Employee Assistance Programme (EAP)** for free, confidential support on personal and professional issues.
- **Death in Service/Life Assurance** scheme.
- **Free on-site parking** at our offices.

Probationary and notice period:

- 6-month probation period with mid-term review
- Notice period is 3 months.