

## Talent Acquisition Lead

### JOB DESCRIPTION

<b>Job title</b>	Talent Acquisition Lead
<b>Location</b>	Swindon, and its local sites. Off-site working or international travel may be required from time-to-time.
<b>Department</b>	Human Resources
<b>Contract type</b>	6 months fixed term contract initially, but the role may become permanent
<b>Responsible to</b>	The HR Director
<b>Application deadline</b>	12 noon on 31 <sup>st</sup> January 2025.
<b>Vacancy reference</b>	HR1
<b>Additional information</b>	This post is subject to a probationary period of 3 months

Barnabas International is a large family of Christian ministries and charities focused on giving practical support to suffering, abandoned and persecuted Christians around the world. The ministry was founded in 1993, and since then, it has funded projects in more than 100 countries, providing hope and help to millions of our brothers and sisters in Christ. Some of our key projects include supplying food aid, medical supplies, educational and vocational training, Bibles, micro-enterprise, disaster relief, help for victims of violence, and support for pastors and church leaders. Barnabas Aid also provides advocacy for religious freedom, especially for persecuted and suffering Christians.

Barnabas is primarily a Christian ministry and a charity. Employees are expected to subscribe to the Vision, Mission, Value and Statement of Faith, and their work may be viewed as being vocational.

### Overview of the role and the team

This recently created role will join a newly formed HR team which is in the early stages of introducing HR strategy, policies and procedures whilst we move into a wide recruitment campaign after restructuring. We are looking for a Talent Acquisition professional who can

lead our search for key senior roles and individual team roles to take us forward, whilst we remain focused on the future to enable us to attract and grow our own diverse and inclusive talent.

The role will be important in developing, monitoring and improving the end to end recruitment process from sourcing through to on boarding, ensuring that we attract, engage and hire the best candidates to meet our needs and deliver against our key organisational priorities. Engaging with and supporting senior stakeholders and the wider management team will also be an important aspect of this role.

### **Main duties and responsibilities**

- To develop and implement end-to end recruitment strategies and processes, and identify new opportunities, all of which align with the UK and international organisation's goals
- To be a fully-fledged member of the wider HR team
- To build and maintain strong relationships with key clients, providing insights and recommendations where appropriate

### Other duties

The above is not an exhaustive list of duties. From time to time, the employee may be asked or required to carry out other additional tasks, or duties, over and above their usual day to day activities. Employees are expected to work collaboratively to support the overall work of Barnabas Aid. The role is office based 5 days per week.

### **Knowledge , Skills and Experience**

#### Essential

You will demonstrate strong evidence in the following areas eg :

- Experience in leading UK and international recruitment campaigns within a transforming organisation
- Experience in defining and implementing process improvement
- Experience in working within the UKVI process
- Comprehensive knowledge of recruitment legislation and best practice
- A proven track record of ensuring a diverse and inclusive process
- Knowledge and ability to oversee recruitment technologies and, possibly, assessment centres

- High level of accuracy in the provision of recruitment statistics, and in the delivery and reporting of KPI's.
- Sound judgement and problem-solving skills
- Strong communication skills and the ability to interact with a wide range of people

#### Desirable

- Relevant experience gained in a comparable role in a similar environment
- CIPD/REC/IRP qualified or equivalent experience

#### **Person specification**

- Personal resilience and adaptability
- Discretion and sensitivity with understanding of issues of confidentiality
- A flexible approach to work, with a cooperative and collaborative attitude, ensuring excellent standards of service are maintained at all times

From time to time, additional training, including safeguarding training, may be required.

The offer of employment will be subject to the appropriate pre-employment checks such as references, qualifications, DBS criminal records, and eligibility to work in the UK.

#### **Equality of opportunity**

Barnabas Aid is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and its appropriate salary level. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, sex, or sexual orientation. However, there may be an occupational requirement to be a Christian in order to be able to carry out some of our roles.

Barnabas Aid provides our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work collectively and individually. Join us and you will find a friendly and vibrant workplace with a positive outlook on the future.