



Job Title:	Talent Acquisition Officer
Service/Division:	Business Support Unit
Reporting to:	Talent Acquisition Manager
Direct reports:	One
Salary:	£26,000 - £32,000 per annum
Hours:	35 hours per week (some working from home)
Location:	Hammersmith
Contract Type:	Permanent

*This post is open to **female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

*Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.*

### **Job Summary**

The postholder will manage the end-to-end candidate process and experience and to be responsible for sourcing, screening, and selecting talent across all areas of the Charity to ensure we attract and retain quality candidates, supporting recruiting manager through the full recruitment cycle and provide outstanding candidate experience to applicants and employees.

### **Key Responsibilities and Duties**

Conducts campaign meetings with hiring managers to ensure a thorough understanding of job responsibilities, detailing the position needs, clarifying stakeholder expectations and department requirements, establishing timelines, and discussing additional strategic objectives that may be required

Liaise as a single point of contact for both the Managers and Staff

Develops and maintains candidate pools for select areas of high volume of recruitment

Provides support to the Talent Acquisition Manager

Support management with workforce planning on current/future recruitment needs, balancing both reactive and proactive support.

Design and execute employer branding activities and encourage employees to be ambassadors

Lead on talent identification and headhunting, sourcing candidates qualified for roles, proactively and effectively sourcing candidates to build effective talent pools.



Develop candidate and employee/pulse survey/focus group to obtain feedback on the candidate/employee experience and implement any improvements to the recruitment/onboarding cycle.

Use sourcing attraction methods including LinkedIn Recruiter, ATS and CV databases, ensuring that hard-to-fill roles are

Attend career and college fairs, and similar events

Populate recruitment KPIs, and present at HR (and other relevant) meetings.

Train and coach managers in effective recruitment and selection processes and to deliver Safer Recruitment and Recruitment and Selection training

Ensure talent systems and processes are in place to ensure effective and fair recruitment which meets our needs, including our commitment to diversity and inclusion and is consistent across the organisation

Work closely with the Volunteer Engagement Specialist to develop volunteer, intern, and work experience programme as a route to employment and to deliver on the organisation strategy.

Ensure best practice in GDPR, data collection and retention is being carried out across the recruitment process

## General Information

**Performance and Quality:** Ensure all work undertaken is aligned to the service/division's annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

**Policies and procedure:** Ensure the effective implementation of Advance's Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

**Equality and diversity:** Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

**Confidentiality:** The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

*This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post*

# PERSON SPECIFICATION:

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
BSc in Human Resources Management/Organisational Psychology/CIPD level 5	D
Membership of relevant bodies and networks for recruitment	D
Up to date, expert knowledge of relevant employment / recruitment legislation and talent acquisition	E
EXPERIENCE	
Substantial experience with end-to-end recruitment, talent acquisition and or allied role; ideally within both the private and not for profit sector with demonstrable experience using social media to source talent.	E
In-depth knowledge of employer branding techniques	E
Significant experience of populating and producing metrics, KPI's and reports	
Experience with (phone and in-person) interviews, candidate screening, invigilation and delivering assessments	E
Familiarity with using social media and other relevant professional networks e.g., LinkedIn for recruitment	E
Proven experience of managing 10 cases at any one time	E
Experience and ability to deliver a full pre-employment/on-boarding processes	E
TECHNICAL/WORK BASED SKILLS	
Excellent interpersonal and communication skills	E
Experience working with ATS, HRIS and various job boards	E
Accuracy and clear attention to detail	E
Ability to build strong collaborative relationships with key stakeholders	E
Proven demonstration of strong organisation skills	E
Results driven, motivated and ambitious	E
Ability to thrive and deliver in a busy environment and remain professional upholding strong business acumen	E

Skilled in Microsoft Office suite	E
Ability to prioritise effectively, including the ability to work independently and collaboratively	E
Excellent interpretation of analytics, data and research skills	E
Deep understanding of talent management approaches and their link to high performance within the organisation	D
Strong coaching skills	D
<b>GENERAL SKILLS AND ATTRIBUTES</b>	
Demonstrable multicultural skills and variable approaches to equity, diversity and inclusion	E
A firm commitment to women, children's and young people's rights and to work within Advance's framework and its core values.	E
A good understanding of domestic violence and the need for specialist services or experience in a similar area of work is desirable but not essential.	E
Advance's values of Listen and Support, Empower and Respect, Innovate. Collaborate and Quality and Accountability are put into practice through the skills and competencies for the role	E

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.