

Talent Acquisition Partner Job Description and Person Specification

Role:	Talent Acquisition Partner
Place of work:	Pear Tree Street London / Home Based
Hours of work:	37 hours per week. Fixed Term 12 Months (Maternity Cover)
Salary/Grade	c£35,000
Reports to:	People Director
Level of screening:	N/A

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

The Talent Acquisition Partner sits within the People team.

Your role is to lead the development and delivery of a high quality recruitment service that enables Catch22 to attract, engage and onboard high calibre talent, who share our values and are committed to achieving our vision.

You will take a lead role in the development and implementation of our recruitment strategy, including building, promoting and safeguarding our employer brand and Employee Value Proposition (EVP).

Working in partnership with hiring managers and our specialists across the People team, you'll be responsible for providing advice, coaching and support to managers, delivering training, analysing data and providing insights, and proposing innovative solutions for hard to recruit roles.

You'll have a key role to play in delivering an excellent candidate experience and a robust and inclusive recruitment and selection process.

Main Duties & Accountabilities

- Working with the People Director, contribute to the development of a robust and inclusive recruitment and selection strategy that enables Catch22 to attract, engage and onboard high calibre talent, who share our values and are committed to achieving our vision. Lead the recruitment team to deliver this strategy.
- Line manage the Recruiter, providing direction, motivation and development opportunities. Carry out regular supervision and appraisal meetings. Support their wellbeing and career progression.

- Create, lead and manage multiple recruitment campaigns ensuring an excellent candidate experience and high quality service.
- Identify strategies to attract, convert and assess high calibre talent for our roles.
- Develop collaborative working relationships and act as a trusted partner to hiring managers, providing advice, coaching and support. Advise on sourcing strategies and best practice recruitment and selection techniques, including shortlisting, interviews, making an offer, onboarding and pre-employment checks.
- Liaise with hiring managers prior to recruitment to gather details needed for requisitions, job descriptions, adverts, pre-screening, interviews and other selection techniques.
- Draft engaging adverts and advertise roles on external job boards. Build relationships and negotiate with external organisations and agencies to secure the best rates.
- Undertake direct sourcing, e.g. through LinkedIn.
- Promote jobs on social media such as Twitter, Facebook, and LinkedIn. Create targeted social media campaigns to extend reach and engage passive job seekers.
- Use expert and sector knowledge to address resourcing difficulties and implement innovative solutions.
- Review and update Catch22's recruitment policies, templates and toolkits to ensure they are up to date, adhere to legislation and are aligned with our employer brand.
- Design and deliver training for hiring managers on the end to end recruitment process. Respond to day to day queries from hiring managers.
- Influence managers to follow a fair, robust and inclusive process to secure the best and diverse talent.
- Continue to build, promote and safeguard our employer brand, ensuring consistent messaging through all our communications in line with our EVP.
- Manage Catch22's applicant tracking system so that it delivers a high-quality experience for candidates and hiring managers. Track the progress of recruitment campaigns, proposing / providing interventions as required. Utilise the dashboards and reporting functions, provide training to others.
- Maintain Catch22's careers site.
- Keep up-to-date with industry thinking and development on recruitment and selection approaches.
- Provide recommendations on selection techniques, creating templates for hiring managers so they have the tools to source the best candidates.

- Using feedback from hiring managers, applicants and industry knowledge, produce regular articles, blogs and top tips for internal audiences.
- Continue to review our approach to recruitment to ensure that it is fit for purpose and delivers the right people at the right time in a cost-effective manner.
- Work with the People team to ensure a seamless onboarding experience for our new people.
- Monitor recruitment metrics and KPIs and produce regular management information reports. Use this to inform your own thinking and influence Catch22's approach to recruitment.
- Develop and promote innovative and engaging recruitment marketing techniques to build external talent pipelines and internal talent pools.
- Carry out such other relevant duties as may be required and as are commensurate with the nature and level of this post.

What does good look like for this role?

- The right people are recruited at the right time to the right role.
- Hiring managers understand their role in the recruitment process and are confident in their application of recruitment and selection techniques.
- Applicants report a high-quality recruitment experience.
- Our Glassdoor rating is maintained and improved.
- Our time to start rate improves so that we get quality candidates starting when we need them.
- We see an increase in internal applications and our application to hire rate improves.
- Catch22 becomes an employer of choice.
- Turnover is reduced, workforce stability and levels of employee engagement are improved.

Organisational Relationships

- Hiring managers
 - People team
 - Finance team
 - Communications and Marketing team
 - Directors and Assistant Directors
 - External suppliers/partners
 - Employment agencies
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Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or relevant professional qualification or equivalent professional experience 	
Knowledge	<ul style="list-style-type: none"> Employment and data protection (GDPR) law Innovative recruitment solutions and best practice Diversity and inclusion ATS systems Industry trends 	
Experience	<ul style="list-style-type: none"> Significant experience working as an In-house recruiter in the charity / public sector Providing advice, coaching and support to managers on sourcing strategies and best practice recruitment and selection techniques Ability to understand hiring manager needs Working in a fast paced, shared services environment Working at volume and managing multiple campaigns for different roles at different levels at any one time Managing ATS and using HR systems Sourcing a wide range of candidates through a range of methods Drafting engaging adverts Designing and delivering training Analysing data and producing reports 	<ul style="list-style-type: none"> Education recruitment

	<ul style="list-style-type: none"> • Building relationships and working in partnership within internal and external stakeholders • Using social recruiting platforms – such as LinkedIn and other CV/profile search tools • Using social media • Managing a team • Managing budgets 	
Skills & Abilities	<ul style="list-style-type: none"> • Strong stakeholder and relationship management and communication skills • Coach and mentor • Build trust • Negotiate and influence • Work collaboratively and build partnerships • Communicate effectively (verbal, non-verbal, written, digital) • Active listening • Data analysis • Problem solving/solution focused • Flexible and adaptable • Organisation and prioritisation • Report writing and presentation • Creative and innovative • Risk assessment • Commercial awareness 	
Other	<ul style="list-style-type: none"> • Share Catch22 values • Awareness of and commitment to Equality and Inclusion • Willing to travel nationally and work flexibly • Desire to develop and undertake training as required 	

