

## Talent Manager

### UK based.

We work with, and inspire, business, academia, policymakers, and institutions to mobilise systems solutions at scale, globally. You will support this ambitious agenda by working closely with our People Lead and Line Managers to ensure we hire high calibre, diverse employees to meet the Foundation's current and future needs and by ensuring that our processes, procedures and systems are set up to facilitate this. For the last ten years, a key pillar of our strategy has been to develop and promote the idea of the circular economy and you will play a pivotal role in ensuring that we continue to source and develop our people to deliver this inspiring mission.

### **Role and Responsibilities:**

Reporting to our People Lead, you will:

- Update existing recruitment processes and procedures and introduce new ones as required in line with best practice and changes to legislation.
- Recommend ways to keep our brand and employee value proposition relevant, visible and attractive.
- Review candidate attraction methods (job adverts, agency usage, social media etc) to ensure our reach is effective and creating high calibre and diverse candidate selection pools. Consider use of talent acquisition routes for specific, specialist roles.
- Work closely with managers to identify recruitment needs and align them with the needs of the Foundation and in line with budgets. Train managers on interviewing and recruitment techniques and support them through the recruitment process, challenging them where necessary on their requirements.
- Manage any recruitment resource to ensure they are working in line with the processes and procedures and providing the necessary support to the team.
- Provide candidates with an outstanding experience whatever the outcome.
- In conjunction with the People Lead continually review our on-boarding processes, internal promotion opportunities and support in necessary succession planning.
- Introduce and monitor recruitment statistics including time to hire, diversity information.
- Responsible for the ATS part of the HRIS and its alignment with the wider tool.
- Build relationships with universities to explore sponsored student or graduate opportunities. Attend relevant career fairs and events both locally and nationally.

## Your profile

- We aren't looking for any particular degree-level education but if you have studied a relevant qualification we would be looking for 4+ years of experience or 9+ years of practical experience in the recruitment arena, preferably in-house.
- Evidence of having recruited at all levels of seniority, across a range of skills. A background in a mission-led organisation would be a plus.
- Strong written and verbal communication skills in English: the ability to interact effectively at all levels of an organisation, including senior stakeholders.
- Experience of managing a small – medium sized budget.
- Comfortable with developing strategy and introducing this to stakeholders.
- Reporting skills – high level of excel knowledge and ability to read data and draw out patterns and make recommendations.

**Please apply with CV and covering letter to: Barbara Calland ([barbara@emf.org](mailto:barbara@emf.org))**

Desired starting date: asap  
Closing date: 23<sup>rd</sup> May 2022  
Salary package: circa £40k dependent on experience level plus generous holiday allowance (25 days plus discretionary extra days leave) generous parental leave; enhanced pension options/private health scheme after 6 months; wellbeing programme.  
Location: UK based with frequent visits to our offices in Cowes, Isle of Wight.

## What we do

The Ellen MacArthur Foundation develops and promotes the idea of a circular economy. We work with, and inspire, business, academia, policymakers, and institutions to mobilise systems solutions at scale, globally. Our mission is to accelerate the transition to a circular economy. Our vision is a new economic system that delivers better outcomes for people and the environment. Business models, products, and materials are designed to increase use and reuse, replicating the balance of the natural world, where nothing becomes waste and everything has value. A circular economy, increasingly built on renewable energy and materials, is distributed, diverse, and inclusive.

## Our commitment to you

The Ellen MacArthur Foundation is committed to promoting equal opportunities in employment and providing a working environment free from discrimination. Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or any other characteristic protected by the laws or regulations in the locations where we operate.