

Early Talent Programme Manager

Hours: 35 hours per week

Salary: c. £32-36k + 7% pension contribution

Location: Hybrid: c.2 days in office (Liverpool Street, London)

Reports to: Senior Talent Manager

Is this you? If so, this job may be for you...

- A passion for supporting young people to access professional careers.
- Experience with the recruitment process and placing candidates in roles
- Adaptable, capable of transitioning between direct engagement with young people, and focusing on the project management and administrative aspects of the role.

About The Brokerage

The Brokerage is an award-winning, social mobility charity. For 27 years we have supported over 87k less-advantaged young people to fulfil their potential through improved awareness and access to professional career opportunities. Together with our talented young people and top UK companies we are breaking down barriers to a more diverse and talented workforce.

Our mission is twofold - to empower working-class and ethnically diverse young people (16-25) to recognise their strengths, gain skills, and access opportunities to reach their career potential. We are also building a dynamic alliance with forward-thinking employers to support them in accessing and retaining this talent. Together, we develop an inclusive and equitable workforce, one that authentically mirrors the rich diversity of our society.

The Team

The Brokerage is a growing organisation, embarking on a renewed journey that will see us work with our young people and partners in a deeper and more impactful way.

We are an interconnected, diverse, mission-led team that truly lives our values. As such, we are bold and dynamic in our approach to our work whilst fostering a trust-based environment that provides freedom, flexibility and autonomy. We take a people-centred approach when it comes to our team, young people and corporate partners and we make decisions and develop programmes that are insight-led.

Role purpose and main responsibilities

To lead on candidate support and communication for the 'Placement' strand of our delivery, working closely with the Senior Talent Manager to manage all entry-level recruitment with our corporate partners. The postholder will be responsible for ensuring

Brokerage candidates are upskilled, encouraged to apply for roles, selected and prepared for partner opportunities. They will also develop and maintain efficient systems for programme administration to enhance our operational effectiveness in connecting talent with opportunities.

Main Responsibilities

- **Programme Development and Management:** Design and improve placement programmes, focusing on candidate support and development. Manage the end-to-end recruitment cycle, from advertising, to shortlisting to onboarding candidates into placements (e.g. internships/entry level roles) including associated administration.
- **Candidate Engagement and Development:** Lead placement communications and recruitment, identifying, upskilling, and supporting candidates. Develop resources, manage and deliver workshops to enhance candidate skills and engagement.
- **Partnership Management:** Maintain strong relationships with corporate partners, contributing to the design and development of intern and partner experiences.
- **Communication:** Craft and distribute materials to promote placements and share success stories.
- **Operational Excellence:** Refine processes and systems for programme efficiency. Maintain accurate programme and candidate records on Salesforce.
- **Data and Impact:** Monitor programme effectiveness, focusing on impact-driven management.
- **Team Management:** Line management of team members (if required). Oversee team performance and dynamics aligned to our values.
- **Equality Diversity Inclusion:** Embed equity, diversity, and inclusion principles in programme design and delivery as well as team interactions.
- **Safeguarding Management:** Ensure compliance with safeguarding policies.

We are looking for someone with:

- Experience working with young people and building relationships with a range of stakeholders.
- A strong understanding of early careers recruitment/application processes.
- A dynamic personality with strong written and verbal communication, combined with empathy and patience, to effectively engage with diverse individuals.
- Highly organised, with excellent attention to detail and the ability to manage competing priorities including administrative aspects.
- The ability to balance firmness with sensitivity when necessary, particularly in managing relationships and safeguarding the wellbeing of young people.
- Relevant lived and/or professional experience (i.e. experience of the challenges faced by those from less-advantaged backgrounds)
- A growth mindset, open to feedback, learning and development

- Excellent IT skills, including demonstrable usage of CRM databases (e.g. Salesforce or equivalent) and other tech tools.

If you think that you are the right candidate for this role but don't quite meet 100% of the criteria, be bold, apply anyway!

Other benefits:

- 25 days' paid annual leave plus Bank Holidays
- 2 days' paid volunteering leave; 2 days Wellness Days; and Birthday Leave
- Season ticket loan, EAP and a range of other staff benefits
- A collaborative, diverse, mission led team that works within a flexible, trust-based environment
- Serviced offices with a view of London from the 18th Floor.

How to apply:

Please complete the application form and upload your CV

<https://www.tfaforms.com/5116851>

Closing date: Monday 22nd April 2024 at 12 noon.

Please note interviews will be taking place on a **rolling basis** and vacancies **may be filled prior to the closing date** if we find the right candidate.

Interview process: We will conduct a two stage interview process that will include competency and scenario based questions, alongside practical skills based assessments.

If you would like to find out more about this role, please get in touch!

The Brokerage is committed to providing equal opportunities to prospective and current employees. It is the policy of The Brokerage to ensure that access to employment, training and career progression is determined solely by the application of objective and legitimate criteria and individual merit. If you require specific adjustments during the recruitment process, please let us know, and we will do our best to support you.