

JOB SPECIFICATION

Talent Engagement Specialist

Department: Recruitment

Reports to: Recruitment Manager

Location: Sheffield, home, UK travel

About the Role

The Talent Engagement Specialist is responsible for motivating and developing relationships with our key demographic, promoting the benefits of working with us, how to get involved and increasing annual application rates. Travelling across the UK, speaking with University lecturers and tutors, students, sports coaches and teachers, ensuring a continual pipeline of relevant applications for our seasonal roles, external contracts and bespoke projects. The role also involves some candidate management, including screening and video interviews and promoting re-hires.

Key Responsibilities

- Travel across the UK, attracting qualified, relevant people to our organisation, increasing awareness of our opportunities, our brand and mission.
- Developing new and existing relationships with academic partners, colleges, sports coaches, teachers and students, alongside new audiences to raise awareness of opportunities and to encourage a high application rate
- Delivering high energy and engaging virtual/in-person pitches showcasing The Kings Factor®
- Engaging in/ hosting employability activities and events (employer panels, careers fairs, workshops)
- Collaborating with the Marketing Team to maximise the reach of our recruitment campaigns
- Working collaboratively with the Recruitment and Onboarding Manager and wider team to meet targets and deadlines, including maximising staff retention
- Involved in candidate management such as screening applications, interviewing and offering contracts
- Feeding back to the Recruitment Manager on activities, engagement and application data
- Using a variety of software packages (MS Teams, Blackboard Collaborate, Zoom, MS Excel and bespoke systems)

Ideal Personal Specification

- First-hand experience of relationship building, engagement and networking
- Fully supportive of the mission and values of The Kings Active Foundation
- High level of verbal and written communication skills
- Experienced and confident in Public Speaking
- Friendly, lively and engaging approach
- Self-motivated and driven to work towards targets
- Full, clean driving licence and use of own vehicle
- Good level of IT skills

- Must be eligible to work in the UK

Rewards and Benefits

- Flexible hours to optimise maximum engagement
- Hybrid working at our Sheffield Head Office, home-working and travel across the UK
- Salary £23,000- £26,000 per annum DOE
- Expenses / mileage contributions covered
- Auto-enrolment company pension with employer contributions
- 20+ days annual holiday (increasing up to 25 days during length of service) plus statutory and additional discretionary holidays
- Monthly 1:1 with Recruitment and Compliance Manager
- Bespoke onboarding plan
- Weekly whole team meetings, connecting to our mission
- Free enhanced disclosure certificate
- Subsidised school holiday childcare provision (for 5-15 years)
- Secure, free onsite parking at Sheffield Office

About Us

Established in 1991, Kings Active Foundation is a UK registered charity with a vision of a world where children love being active, and a mission to get children active, having fun and learning together.

We're experts in using active games, sport and fun to connect with children via our activity programmes and we equip, enable and inspire others to deliver activity programmes.

We are a small team doing big things. We have a passion for our work and a desire to get more children active and improving their physical and mental wellbeing.

Our Safeguarding Promise

We're committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.