

Contract:	Permanent
Hours:	Full Time
Level:	2
DBS required:	No
Salary:	£31,510 (roles based in London will also receive £3,000 London Weighting Allowance)

University Recruiter

Purpose of the role:

The University Recruiter is responsible for targeting and recruiting talented individuals from a number of universities to apply to the four flag-ship Teach First graduate and undergraduate programmes (the Leadership Development Programme, Insight, Taster, Brand Managers). They plan and deliver all Teach First activity at those universities to ensure we hit our ambitious cohort targets, including creating a brand awareness strategy, designing and delivering key events and activities, line managing student brand managers, fostering strong relationships with stakeholders and building a strong and diverse pipeline of future applicants for our programmes. Their purpose is to raise the brand of Teach First on campus to support the achievement of recruitment targets so that Teach First can place teachers where they are needed most to end educational inequality.

At this level you will:

- **Impact:** Responsible for setting and delivering the recruitment strategy at assigned universities to achieve targeted number of hires to the LDP and UP programmes, as well as building the brand for future recruitment and growth
- **Communication:** Work closely with student and graduate pipelines for all programmes, build and develop stakeholder relationships, line management of team(s) of student brand managers
- **Innovation:** Creatively build the strategy on campus to grow the brand and prestige of TF and work independently to hit your ambitious targets across all 4 programmes, including consideration of a diverse range of applicants from different year groups and targeted subject areas
- **Knowledge:** Strong understanding of the UK graduate marketplace, recruitment and sales techniques, the Teach First message and brand

Your responsibilities will include:

- Deliver required volume of hires for all four Teach First programmes through designing implementing a focused sourcing strategy to identify, attract and cultivate a diverse pipeline of high leads and applicants
- Build a strong brand for Teach First by expertly promoting the Teach First and our programmes through a wide range of engaging and innovative activities and events, as well as implementing a marketing strategy on your campuses
- Engage and cultivate relationships with future participants through regular meetings, phone calls and tailored events to ensure they are prepared to start the Leadership Development Programme
- Identify, engage and cultivate applicants to our Insight programme for penultimate year students by building relationships with your pipeline through identifying high potential leads, encouraging and compelling individuals to apply, delivering application and assessment centre support and supporting the transition to a future LDP offer (where applicable)
- Line manage a team of student Brand Managers to support you with delivering your events and brand strategy

- Establish, foster and maintain a high volume of stakeholder relationships across your assigned campuses with identified networks
- Identify key talent through adopting a headhunting approach and influence good quality candidates to apply to our programmes

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you will be required to attend evening events and travel to your university campuses on a regular basis, which may involve overnight stays where required. You may also be needed to travel to other UK locations from time to time to support colleagues on their campuses or to visit other TF offices. You will also be required to attend away days/retreats for training and team building purposes, as well as the annual “Offsite” event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- **Delivering results:**
 - Maintains personal responsibility for own and Campus team targets to deliver required number of hires for all Teach First programmes from student and recent graduate populations
 - Continually challenging self and Brand Manager teams to meet expected goals and to maintain high level of motivation in the face of challenging circumstances
- **Relationship management**
 - Builds strong internal stakeholder relationships with colleagues who also work across university pipelines and those who deliver our programmes
 - Establishes relationships and credibility with key stakeholders on campus to produce favourable outcomes for Teach First, including student societies & sports teams, careers services, academic departments, SU and volunteering/outreach networks
 - Develops interdependent relationships to gain multiple benefits on campus, and is strategic about where to spend time in order to deepen relationships to support our long-term strategy on the campus
- **Pipeline management**
 - Successful at generating leads and proactively managing a pipeline of applicants, including effectively identifying, analysing and prioritising leads, exercising sound judgements on how best to pursue and convert them and confidently off-boarding unsuitable or ineligible candidates
 - Understands how Teach First compares to the competition and finds ways to positively position Teach First to address barriers and concerns
 - Applies strong knowledge of market trends, competitor activity and target area to produce pipeline plans and forecasts of future pipeline performance in order to hit target
- **Communicating and influencing**
 - Communicates clearly and confidently with a wide range of people to engage and influence
 - Able to adapt communication style to different university and student stakeholder groups to maximise support and engagement
 - Builds trust by actively listening and seeking to understand barriers and concerns
 - Able to build visibility and awareness of our work by positively and proactively spreading the brand message and creating a brand strategy to engage a wide range of stakeholders and current and prospective applicants

- **Problem solving and decision making**
 - Takes effective, considered and timely decisions to address problems by gathering and evaluating relevant information from applicant pipelines, internal expertise and campus feedback
 - Makes decisions to improve numbers where needed and is prepared to account for them, seeing problems through until a solution is reached

Desirable skills and experience:

- **Knowing the Market:**
 - Has awareness of the graduate and university landscape within which Teach First operates, including challenges to our recruitment and likely competitors
 - Proactively ensures knowledge of graduate market issues remains up to date and that university strategy aims to address challenges presented by the marketplace
- **Event management:**
 - Implements events in line with the wider Campus Marketing campaign that drive engagement and participation with Teach First, from planning and budgeting, design, look and feel, implementation and then evaluation
 - Designs innovative events based on campus knowledge to engage different networks of students to understand more about TF and our programmes and to ultimately apply
- **Improving and innovating:**
 - Develops and implements innovative solutions to problems in order to drive value and increase impact
 - Learns from failures and translates adversity into opportunities for improvement.
 - Displays a high level of curiosity and identifies problems and updates or modifies working methods in own role without the benefit of defined procedures.
- **Managing and developing others**
 - Provides direction for student Brand Manager team and supports them to achieve their own and team objectives
 - Manages the performance of team members by providing timely, constructive and specific feedback
 - Supports Brand Managers to deliver their activities to a high standard in line with the university strategy, empowering them and growing their confidence in role

All our employees are expected to model [our values](#) and help others to do so.

Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

How to apply and next steps

Stage 1

The first step of the process in applying for the role is to fill out an application form. The application will consist of three questions which will explore your experience and motivation and ask you to outline why you believe you are the best candidate for this role. It is possible to start your application and finish it at another time as long as it is completed and submitted before the application closing date. The application window will be open between: 12 March - 8th April.

Stage 2

If you are successful at the initial application stage, you will be invited to attend an Assessment Centre in London. This will include a series of activities and will provide a realistic job preview.

Through these assessments, we will assess your suitability for the role and give you an insight into what the role is. Assessment Centres will be held in our London office throughout April.

Stage 3

If you are successful at Assessment Centre you will then be invited to meet with University Recruitment Managers for a final stage formal interview which will further explore your skills and experience. This stage will also allow you to ask more questions about the role and meet with your potential team.