

POST TITLE: Talent Acquisition Specialist	GRADE: 6 (£30,559 - £32,654)
RESPONSIBLE TO: Talent Acquisition (TA) Manager	

Responsible for: Recruitment

Purpose of role:

The Talent Acquisition Specialist plays a key role in attracting, sourcing, and engaging top talent across Futura Learning Partnership. This role is responsible for implementing effective recruitment strategies, optimising hiring processes, and ensuring compliance with safer recruitment guidelines. Working closely with hiring managers, the role focuses on delivering a high-quality recruitment experience while enhancing employer branding and candidate engagement.

Principle Accountabilities

Candidate Sourcing and Engagement:

- Proactively source candidates using job boards, CV databases, networking, and social media (LinkedIn, X, Facebook groups, and industry forums).
- Conduct Boolean searches and targeted outreach campaigns to engage passive candidates.
- Develop talent pipelines for critical and hard-to-fill roles, ensuring the trust has access to strong candidates ahead of demand.
- Engage with candidates through direct outreach, social media messaging, and email, ensuring a positive candidate experience.
- Maintain a strong candidate relationship management (CRM) approach, keeping engaged talent pools for future hiring needs.

Stakeholder Collaboration & Hiring Manager Support:

- Partner with hiring managers to define role requirements, create sourcing strategies, and deliver the best candidates.
- Support with the training on interview best practices, candidate engagement, and selection processes.
- Act as a trusted advisor in talent acquisition, ensuring a smooth and effective hiring experience.

Employer Branding & Candidate Engagement:

- Develop compelling job adverts that attract the right talent and are optimised for performance across job boards.
- Enhance Futura Learning Partnership's Employer Value Proposition (EVP) by ensuring consistent messaging across hiring campaigns.
- Implement innovative ways to improve candidate experience and employer branding, including social media outreach and recruitment events.

Process Improvement & Recruitment Technology:

- Continuously evaluate and enhance sourcing strategies to improve hiring effectiveness.
- Use applicant tracking systems (ATS) and recruitment technology to track candidates, manage pipelines, and measure recruitment success.

- Analyse recruitment data and performance metrics, making data-driven recommendations for improving hiring outcomes.

Compliance & Best Practices:

- Ensure all recruitment activities align with Keeping Children Safe in Education (KCSIE) guidelines and safeguarding policies.
- Champion equity, diversity and inclusion efforts, ensuring recruitment practices attract diverse talent.
- Implement best practices to ensure a fair, unbiased, and structured hiring process.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Degree or relevant qualification in Human Resources, Business, Marketing, or a related field (or equivalent work experience).	D
Experience	
Proven experience in talent acquisition, sourcing, or headhunting within an in-house or agency setting.	E
Proven expertise in direct sourcing, Boolean search, LinkedIn, CV database search, and passive talent.	E
Experience working with applicant tracking systems (ATS) and recruitment CRM tools.	E
Knowledge of recruitment marketing, employer branding, and digital attraction strategies.	D

Understanding of safer recruitment practices in education (beneficial but not essential).	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace.	E
Committed to continuous professional development.	E
Committed to a team collaborative approach.	E
Skills	
Excellent verbal and written communication skills.	E
Extensive ability to source, assess, and pipeline high-calibre candidates.	E
Proficiency with Microsoft applications, including Excel, Teams, and Outlook.	E
Ability to analyse recruitment data and translate insights into actionable improvements.	E
Excellent stakeholder management skills, working collaboratively with hiring managers and leadership.	E
Attributes	
Proactive and resourceful – Takes initiative in sourcing talent, using creative and data-driven approaches to find the best candidates.	D
Relationship-driven – Builds strong connections with candidates and hiring managers to create a positive recruitment experience.	E
Adaptable and flexible – Thrives in a dynamic environment, adjusting sourcing strategies to meet evolving hiring needs.	E
Committed to inclusive hiring – Champions diversity and ensures fair and equitable recruitment practices.	E
Other	
Valid UK driving licence and access to a vehicle.	E