

Job Title: Early Talent Partner – Apprentices (maternity cover)
Location: Onsite at Sky, Osterley with flexible working
Business Area: GTI Recruiting Solutions



About GTI:

We aim to help students realise their potential in the world of work through technology, content and tools. That's not an easy thing.

We believe in understanding students and partnering with employers, universities, schools and other technology providers.

It's about students finding the right role and employers finding the most suitable candidates. But its more than that – it's about helping young people discover options, develop and build confidence.

The Role Aim:

We are looking for an apprenticeship specialist to join our onsite team at Sky in September for a 12-month maternity cover. In this end to end role, you will collaborate with various internal and external stakeholders to deploy the 2021 apprentice campaign

You will also work closely with the wider GTI team, based in our London HQ, to support business wide projects and best practice sharing.

The Role Outcomes:

- Ensure Sky's apprentice recruitment targets for 2021 are met, in line with diversity and inclusion targets
- Deliver high levels of customer satisfaction from both the apprentice cohort and Sky stakeholders throughout the campaign
- Act as the Apprentice expert, developing knowledge and sharing best practice with both Sky and GTI

Main Duties and Responsibilities:

- Manage client relationships with stakeholders, early talent partners and engagement leads onsite to ensure the successful delivery of the campaign
- Work with stakeholders to collate hiring targets, review job descriptions and pull hiring needs into an annual project plan pre go live
- Deliver training to hiring managers including assessor training, unconscious bias training and training on working with young people
- Manage recruitment pipeline and provide up to date and accurate reporting on a weekly basis
- Monitor the effectiveness of marketing, quality and speed of pipeline and delivery against hiring targets

- Develop and deliver engagement strategies for keep warm activities with candidates
- Support the marketing, event and social media strategy to attract a pipeline of qualified candidates for each role
- Provide shortlists for assessment centres and work with stakeholders to identify invitees
- Arrange and run assessment events, including wash up facilitation
- Manage candidate offer and rejection process, providing feedback, supporting from offer to start date including contracts and onboarding
- Deliver recruitment events/presentations, inductions and external speaker sessions
- Manage the end to end apprentice programme, looking at pastoral care, ad hoc support and successful roll off into the business positions
- Manage training provider relationships

Person Specification:

Work Experience, Knowledge & Skills:

- Demonstrable experience of apprenticeships and the apprenticeship levy
- Proven experience in managing high volume apprenticeships and training provider partnerships
- Able to juggle and maintain focus on multiple standards, learners, suppliers and start dates
- Able to adapt personal style to build trust and influence with stakeholders
- Able to support apprentices through development programmes, providing high levels of pastoral care

Other Information

- Maternity cover – 37.5 hours per week Monday to Friday 9.00 – 5.30pm
- 3 month probationary period
- Training provided
- Market leading benefits package: Contributory Pension up to 5% after passing 3 month probationary period, Initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme.

Please send your CV to Alex Inett alexandra.inett@groupgti.com