

Job Title: Candidate Experience Coordinator
Location: On site at Sky, Osterley
Business Area: Early Careers, Graduate & Intern Sky



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.

Mission:

To support our Recruitment Business Partners in the delivery of interns and graduates into Sky each year. From events to assessment centres, your focus will be on providing a fantastic candidate experience, ensuring we reach our hiring numbers and maintain the excellent reputation we have gained in this area.

Key Metrics:

- Ensure Sky's graduate recruitment targets are met, in line with diversity and inclusion targets
- Satisfaction of early careers cohorts and stakeholders throughout the campaign
- Knowledge and best practice sharing with GTI

Outcomes:

- Delivery of the recruitment process including assessment day hosting, supporting candidates through interviews and assessment centres and providing hiring outcomes.
- Manage the candidate experience from point of contact through to onboarding.
- Support at online and face to face events (both internally hosted and at schools/universities)
- Provide timely management information on pipelines, upcoming events and resourcing.
- Deliver candidate briefing calls.
- Create Assessment centre packs and timetables.
- Facilitate any adjustments for candidates during the selection process.
- Deliver candidate feedback calls and support with campaign evaluations.
- Build relationships with stakeholders to support the delivery of programmes and the onboarding process.
- Participate in ad hoc projects within the wider early careers team.

Person Specification, Work Experience, Knowledge & Skills:

- Strong interpersonal skills and a curiosity to learn
- Strong teamworking skills – ability to work in a team, supporting a shared workload
- Able to manage changing priorities and ambiguity in your own workload
- Organised and able to manage multiple tasks and deadlines
- Excellent phone manner, written communication, and attention to detail

- Self-motivated and able to display initiative
- Computer literate: experience of using email, internet, and MS Office packages
- Passion for early careers and developing young people
- 1-2 year's work experience preferably in early careers

Other Information

- Fixed term contract (Maternity Cover) – 37.5 hours per week between Monday to Friday 9.00 – 5.30pm
- 3-month probationary period
- Benefits package: 5% Contributory Pension, initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme

Please send your CV and covering letter to recruitment@groupgti.com