

Job Title: Early Talent Partner – Apprentices
Location: Onsite at Sky, Osterley with flexible working
Business Area: Recruiting Solutions
Salary: Competitive



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:

Due to rapid growth in the apprenticeship space with our client, we have an exciting new role for an apprenticeship specialist to join us on a permanent basis. This role will be focussed on apprenticeship programmes within our growing Customer Service Group, working across volume recruitment within Contact Centres and Home Services roles as well as programme management whilst on programme. Although the role will have a strong focus on Customer Services, there may be scope to support corporate apprenticeship recruitment and programme management as required.

This role is a truly business partnership role and will involve working with both the business champions and wider apprenticeship deliver team on sourcing, assessing, onboarding and pastoral care of the apprentices hired.

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
- Satisfaction of apprentice cohort and stakeholders throughout the campaign
- Knowledge and best practice sharing with GTI+

Main Duties and Responsibilities:

Attraction:

- Work with the Apprenticeship Operations Manager and Attraction and Marketing Manager to identify local routes to market to help advertise and promote apprenticeship opportunities, with a focus on D&I initiatives
- Deliver recruitment events/presentations, inductions and external speaker sessions
- Work closely with business champions to support the marketing and attraction team on identifying apprentices to showcase the work they do for attraction purposes

Recruitment:

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

Onboarding and Programme Management:

- Develop and deliver engagement strategies for keep warm activities with candidates
- Manage training provider relationships
- Manage the end-to-end apprentice programme, looking at pastoral care, ad hoc support and successful roll off into the business positions

- Support ad hoc projects as required

Person Specification:

Work Experience, Knowledge & Skills:

- Demonstrable experience of apprenticeships and the apprenticeship levy
- An understanding of the Scottish levy guidance preferred but not required
- Proven experience in managing high volume apprenticeships and training provider partnerships
- Focus and understanding of Diversity and Inclusion targets and deliverables
- 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

- 37.5 hours per week Monday to Friday 9.00 – 5.30pm
- 3-month probationary period
- Training provided
- Benefits package: 5% Contributory Pension, initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme

If you are interested, please send your CV to Hollie Valler - hollie.valler@groupgti.com