



# Talent Acquisition Manager

Job Description & Person Specification

**BeyondAutism**

**December 2024**

Registered Charity No. 1082599

020 3031 9705

[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

- The Talent Acquisition Manager is a standalone position that will lead on BeyondAutism's recruitment strategy and manage the end-to-end recruitment process.
- You will work closely with our leadership teams to pro-actively source the best talent within the U.K and globally.
- The post-holder will work with the Head of HR to optimise BeyondAutism's recruitment processes, identifying and implementing recruitment interventions that will support attraction.

# What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.



# About the role

## Attraction

- Proactively source and attract high-quality candidates through various channels, including LinkedIn, social media platforms, Graduate and College recruitment fairs, networking events, local job-centres and online job-boards.
- Develop strong relationships with Schools, Colleges, Universities to promote BeyondAutism as an attractive employer for potential talent.
- Support with management of the graduate programme and regularly attend graduate recruitment events across the UK to source the next generation of BeyondAutism Behaviour Analysis practitioners.

## End-to-end recruitment

- Create engaging job descriptions and adverts in collaboration with Hiring Managers and the Marketing & Communications department.
- Build and manage a Talent Database of potential future candidates for all roles, maintain relationships with candidates and ensure details are kept updated.
- Review CVs, conduct telephone and MS Teams screenings for all candidates to assess skills, qualifications and organisational fit.
- Schedule interviews and coordinate details and documentation with candidates and hiring managers.
- Assist at interview days by greeting and escorting interviewees to the place of interview and classroom observations, ensuring all recruitment documentation is obtained and recorded.
- Lead on BeyondAutism's Global Mobility program, manage the recruitment of overseas employees, and manage the Home Office Skilled Worker visa license sponsor SMS.
- Work closely with the HR Business Partners and HR & Recruitment Officer to ensure contracts are sent out swiftly and start dates are arranged with the Heads of Services/Hiring Managers.
- Ensuring a positive candidate experience, ensuring timely communication and feedback with all applicants.

## Onboarding

- Facilitate and deliver new joiner inductions.
- Work closely with the HR Business Partners to design and deliver onboarding and development programmes to ensure retention of new joiners.
- Manage all recruitment-related administration, including issuing of offer letters and contracts.

## Compliance

- Be the subject matter expert on Safer-Recruitment and ensure compliance by maintaining the Single Central Record (SCR) and delivering training to staff on Safer Recruitment and the SCR.
- Carry out DBS applications for prospective employees and re-check applications for existing employees.
- Stay up to date with industry trends and best practice to continuously improve BeyondAutism's recruitment efforts.

## Administration and other duties

- Management of BeyondAutism's Applicant Tracking System and external job boards.
- Provide monthly recruitment-related analytics and reports, and support with HR data for the Senior Management Team.
- Support the Head of HR and CEO with the development of future recruitment and retention strategies.
- Deliver on projects and initiatives aimed at promoting diversity and inclusion within BeyondAutism.
- Any other duties as reasonably required.

## General responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To safeguard children at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed
- Any other duties that the Head of HR or CEO may reasonably require.

## Additional training provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Behaviour Analysis in-house basic training.
- Safer Recruitment.
- Undertake training to remain up to date on all aspects of employment law relating to selection and recruitment.

# What you will bring to the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. Working as part of the HR team you will be a crucial part in attracting new talent and ensuring a smooth process for candidates.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to degree level, ideally in a HR, Business or Psychology-related subject</li> </ul>	<ul style="list-style-type: none"> <li>CIPD Level 5 or above</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of successful identifying and headhunting external candidates</li> <li>Experience of using LinkedIn Recruiter, Indeed, Charity Jobs, CV Library, The Guardian, TES</li> <li>Minimum of 3 years' experience of coordinating and managing a successful recruitment function</li> <li>Previous experience of issuing Certificate of Sponsorships and managing Home Office Skilled Worker license SMS</li> <li>Demonstrable experience of managing successful graduate/intern or apprenticeship attraction campaigns</li> <li>Knowledge of Diversity &amp; Inclusion practices, with a commitment to promoting diversity within the workplace</li> <li>Experience of working with HR/Recruitment information systems and applicant tracking systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience as a School Receptionist</li> <li>Experience working for a charity</li> <li>Experience working in an educational setting</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Strong Microsoft Office skills (including Word and Excel)</li> <li>Excellent communication and interpersonal skills</li> <li>Strong administrative, time management and organisation skills</li> <li>Strong leadership skills, with the ability to guide others</li> <li>Excellent networking and relationship-building skills</li> <li>Committed to undertaking further training and professional development</li> </ul>	
Abilities	<ul style="list-style-type: none"> <li>Works effectively and supportively on shared objectives with colleagues across the organisation</li> <li>Articulate, with a high standard of literacy and confident level of numeracy</li> <li>Ability to use initiative and work on projects independently, as well as collaboratively as part of a team</li> </ul>	
Essential personal qualities	<ul style="list-style-type: none"> <li>Physically and emotionally resilient in order to meet the challenges and demands of the role</li> <li>Professional attitude</li> <li>Able to take initiative</li> <li>Commitment to high standards of work</li> <li>Flexible, adaptable and able to relate well to different types of people</li> <li>A commitment to safeguarding and promoting the welfare of children and young adults</li> </ul>	

<b>SALARY SCALE:</b>	£37,150 - £38,710
<b>HOURS:</b>	37.5 hours per week
<b>LINE MANAGER:</b>	Head of HR
<b>LOCATION(S):</b>	Charity office (Roehampton, SW15 5LD) and other locations as required including our services (across London)
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
<b>HOW TO APPLY:</b>	<p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"><li>• Why you are interested in applying for this role</li><li>• How your skills/experience meet the requirements of the person specification</li></ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p>

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

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