



**Alzheimer's  
Society**

# **Talent Acquisition Partner**

## **Fixed-term 12 months**

### **Job description**

**It will take a society to beat dementia. Alzheimer's Society.**



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Talent Acquisition Partner

## Position in the organisation

Reports to the Talent Acquisition Manager  
Line Manages Talent Acquisition Advisor.  
Member of our Talent Acquisition team.  
Part of our People directorate.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Talent Acquisition Partner plays a key role in driving our organisational strategy by ensuring we attract, select, and onboard the right talent to meet current and future workforce needs. Partnering with hiring managers and directorates, they provide strategic advice on workforce planning, talent acquisition, and inclusive hiring practices.

Accountable for the recruitment activities led by the Talent Acquisition Advisor team, the Partner provides line management and supports capability development to ensure consistent, high-quality delivery. They champion diversity, equity, and inclusion throughout recruitment processes and embed evidence-based, equitable hiring approaches.

Collaborating with senior stakeholders, the Partner anticipates talent needs, aligns recruitment strategies with organisational goals, and leads continuous improvement initiatives to enhance efficiency and experience. Through strong partnerships and team leadership, they help build a high-performing, diverse, and sustainable workforce.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- Lead and line manage the Talent Acquisition Advisor setting clear goals and expectations, monitoring performance, providing feedback, recognition and development opportunities to drive successful recruitment outcomes, partner together to lead recruitment for your delegated directorate.
- Lead and manage senior leadership and executive recruitment activity, providing expert guidance and partnership to senior stakeholders throughout the end-to-end hiring process.
- Coordinate and chair lived experience panels, ensuring processes are inclusive, professional, and aligned to the Society's values, while overseeing all associated logistics, stakeholder engagement, and candidate experience to deliver high-quality and effective recruitment outcomes.

- Champion and embed the Society's recruitment framework by facilitating Inclusive Recruitment Learning sessions for hiring managers and supporting them to deliver fair, consistent, and high-quality recruitment processes.
- Act as a trusted advisor on best practice, building manager capability across areas such as inclusive hiring, structured assessment, skills-based recruitment, and candidate experience to ensure recruitment activity is aligned to organisational values, policy, and legal requirements.
- Oversee and manage the attraction, recruitment and selection process across directorates and services, from job-design and position advertisement through to offer management.
- Build strong and credible relationships with internal stakeholders, partnering with them to gain knowledge of their directorate / service and understand current and future talent needs.
- Develop tailored talent acquisition strategies to support organisational outcomes, ensuring alignment with specific directorate requirements.
- Act as a subject-matter expert on recruitment best practices, offering guidance on candidate sourcing, interview techniques, and hiring decisions.
- Challenge unconscious bias and promote equity and inclusion in all recruitment activities.
- Build and maintain market knowledge to identify and utilise the best recruitment channels, including job boards and LinkedIn. Staying up to date on recruitment trends to enhance talent acquisition efforts.
- Produce and present reports and metrics to support continuous improvement; define reporting requirements for recruitment and build dashboards using data to inform recruitment decisions and drive continuous improvement.
- Represent the Society at recruitment events, building networks to attract top talent and promoting the organisation as an employer of choice.
- Ensure the provision of high-quality advice to managers on selection techniques including values and competency-based interviewing, psychometric testing, assessment centres etc.
- Develop and implement a proactive talent attraction approach and workforce plan, incorporating current and future workforce needs, role profiling, salary benchmarking and grading
- Proactively review recruitment processes, tools, and systems to identify areas for improvement. Implement enhancements to optimise efficiency, candidate experience, and hiring outcomes, ensuring alignment with organisational goals and values.
- Partner with colleagues across the People directorate, including Learning and Development, People Partnering, and People Operations, to align recruitment strategies with broader people initiatives.
- Share insights on workforce planning, talent pipelines, and onboarding to contribute to overall organisational effectiveness.

- Support the Talent Acquisition Manager as required, providing continuity and leadership across the function.
- Champion system compliance and usage across the organisation by providing guidance, training, and support on Eploy to all relevant stakeholders.
- Ensure safer recruitment practices and processes are embedded and implemented throughout all recruitment cycles ensuring any concerns are escalated.
- Manage and support appropriate CPD interventions using a mix of internal and external support to deliver this. Monitoring and reporting on the impact of such programmes, such as teaching interview skills, training on inclusive recruitment practices etc.
- Developing talent pools and plans; through apprenticeship schemes, succession plans and other interventions that are aligned to the overarching Society strategy as well as the People Plan.
- Lead, contribute to or co-ordinate TA projects or Society working groups as appropriate, in line with strategic objectives and the People Plan.
- Actively contribute to and participate in the talent acquisition selection processes of internal and external applications. This includes undertaking interview panel membership for key and senior vacancies across the Society.
- Continuously review and enhance recruitment processes, tools, and systems, including the ATS, by applying a proactive, solutions-focused mindset to improve efficiency, user experience, and hiring outcomes, while aligning with organisational goals and strengthening service delivery.
- Monitor service delivery against recruitment-related SLAs, identifying and addressing any bottlenecks or delays to optimise speed and quality of hire.

## We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's safer recruitment, health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending actions.

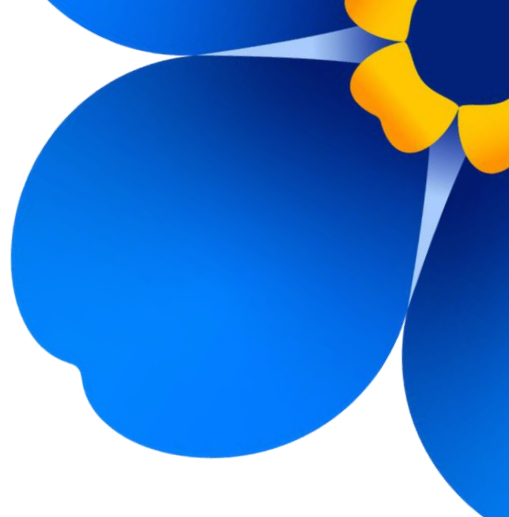
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

| Skills & knowledge   | Application (A) or Interview (I) |
|--|----------------------------------|
| Proven in-house recruitment and selection experience within a fast-paced environment, including leading end-to-end recruitment campaigns up to senior leadership and executive-level   | A&I                              |
| Experience of designing and delivering social media content and campaigns in order to promote employer brand and attract diverse talent  | A&I                              |
| Excellent track record of delivering successful campaigns using creative approaches.   | A&I                              |
| Passionate advocate for equality, diversity and inclusion, with a strong understanding of its importance within recruitment and selection, and proven experience of embedding inclusive practices throughout the end-to-end recruitment process.   | A&I                              |
| Expert knowledge of innovative resourcing techniques and knowledge of key sourcing opportunities to identify appropriate pool of talent and candidates   | I                                |
| High degree of initiative, responsibility and self-motivation and a professional pro-active approach to problem solving  | I                                |
| Experience of utilising data to drive performance and improvements, with strong ability to identify key insights through analysis  | I                                |
| Strong coaching and leadership skills, with the ability to support, guide and develop others; line management experience is not essential, however a willingness and capability to coach, partner with, and help develop TA Advisors is important. | I                                |
| Excellent stakeholder management and communication skills, with the ability to influence and challenge constructively  | I                                |
| Strong working knowledge of relevant employment markets  | I                                |
| Up to date knowledge of current employment legislation related to recruitment, including GDPR, IR35 safer recruitment practices  | A&I                              |
| Ability to work effectively under pressure to meet demanding and sometimes conflicting deadlines   | I                                |

| Competencies & personal attributes   | Application (A) or interview (I) |
|--|----------------------------------|
| Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves. | A&I                              |
| Be a self-starter and incredibly motivated.  | A                                |
| Excellent organisational and timekeeping skills.   | A                                |
| Excellent attention to detail.   | A&I                              |
| Non-judgemental communication  | A                                |
| Commitment to and understanding of equal opportunities   | A                                |
| Understanding of the inclusion agenda and its relevance within a diverse society                                 | A&I                              |

*Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)*



# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face cooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave