

Talent Acquisition Partner

Job description

Together we are help and hope for everyone living with dementia



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 Resourcer, Talent Administrator and Talent Acquisition Coordinator

Member of our Talent Acquisition and People Operations 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 critical role in delivering our organizational strategy by ensuring we attract, select, and onboard the right talent. This role partners with hiring managers and directorates to provide strategic advice and expertise across the organization while managing a small team delivering day to day recruitment activities. As a trusted advisor, the Talent Acquisition Partner will lead inclusive recruitment practices, build strong relationships with hiring managers, and champion diversity and equity throughout all hiring processes. This role is instrumental in driving our talent strategy forward and ensuring we build a high-performing, inclusive workforce to meet our goals.

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

- Manage a small team of resourcers, administrators and onboarding coordinators, providing direction, coaching, and support to achieve recruitment objectives.
- Work collaboratively with hiring managers and people partners to understand current and future talent needs.
- Develop tailored talent acquisition strategies to support organizational outcomes, ensuring alignment with specific directorate requirements.
- Oversee the end-to-end recruitment process, including job briefs, attraction planning, sourcing, selection, and onboarding.
- Design and execute role-specific recruiting strategies using both traditional and innovative sourcing methods.
- 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 utilize the best recruitment channels, including job boards and LinkedIn.
- Stay updated on recruitment trends to enhance talent acquisition efforts.

- Monitor and report recruitment metrics to senior management, offering insights to inform decisions and drive continuous improvement.
- Represent the organization at recruitment events, building networks to attract top talent and promoting the organization as an employer of choice.
- Advise and support hiring managers on the design and implementation of appropriate and effective interview and selection processes.
- Proactively review recruitment processes, tools, and systems to identify areas for improvement.
- Implement enhancements to optimize efficiency, candidate experience, and hiring outcomes, ensuring alignment with organizational 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 organizational effectiveness.
- Support the Talent Acquisition Manager as required, providing continuity and leadership across the function.

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 recruitment and selection experience from an in-house environment, up to a Senior leadership level including the management of recruitment campaigns for senior level posts in a fast-paced environment	A&I
Champion of equality, diversity and inclusion with an in-depth understanding of the significance of this in recruitment and selection, and experience of ensuring EDI is always woven through the 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
Experience of utilising data to drive performance and improvements, with strong ability to identify key insights through analysis	I
Strong leadership and coaching abilities to guide and develop team members	A&I
Excellent stakeholder management and communication skills, with the ability to influence and challenge constructively	I
Experience of employer branding activities, including creating innovative and engaging marketing campaigns utilising relevant support as necessary	I
Strong working knowledge of relevant employment markets	I
Knowledge of relevant legal and regulatory frameworks/requirements	A

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

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution 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 counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

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



Family & Dependents

- 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