

Talent Acquisition Coordinator

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 Coordinator

Position in the organisation

Reports to the Talent Acquisition Manager

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 Coordinator will provide specialist administrative support to critical recruitment campaigns, playing a pivotal role in ensuring the best experience possible for candidates and hiring managers at the Society.

Focusing on specific recruitment campaigns, the role is responsible for delivering efficient administrative support, including managing candidate communications through the career inbox, organising job postings and marketing campaigns, and preparing recruitment materials in line with process requirements.

The postholder will also support the Talent Acquisition Manager with administrative duties and contribute to the successful delivery of recruitment-focused projects across the organisation.

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

- Deliver an exceptional candidate experience at every stage of the recruitment process, ensuring candidates feel valued, informed, and respected.
- Act as the first point of contact for all recruitment-related queries regarding specific campaigns, responding via email, phone and teams communications.
- Provide accurate advice and guidance on recruitment policies, processes, and systems to hiring managers, candidates, and employees.
- Signpost queries to other People Directorate teams when appropriate.
- Proactively support the Talent Acquisition team by coordinating interviews, preparing interview materials, and managing logistics for both virtual and in-person interviews.
- Maintain and update recruitment information in the Applicant Tracking System (ATS), ensuring data accuracy, consistency, and compliance with deadlines.

- Post job advertisements across relevant platforms (including charity job boards and social media), aligning with the charity's brand and values.
- Create and upload compelling and inclusive content to support recruitment campaigns and attract diverse talent.
- Support in monitoring and maintain accurate recruitment metrics, including time-to-hire and diversity data, contributing to ongoing reporting and improvements.
- Support the Talent Acquisition team with the coordination and delivery of recruitment-focused projects, such as employer branding initiatives, recruitment data analysis, optimisation of the Eploy ATS, and other continuous improvement activities that enhance the Society's talent acquisition strategy.
- Provide general administrative support as requested by the Talent Acquisition Manager as needed to ensure smooth delivery of team activities.

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 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 action as required.
- 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)
Excellent administrative experience, ideally within a recruitment or HR sector	A/I
Experience in using recruitment/ATS and HR systems.	A/I

Excellent stakeholder management experience	A/I
Ability to communication effectively and efficiently with all new starters up to Director level.	A/I
Excellent attention to detail	A/I
A proactive and adaptable individual who is willing to take initiative and solve problems.	A/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/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
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 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 & 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