

UK Talent Consultant Job Description

Job Title	Talent Consultant
Based	Home based, Watford/Hemel Hempstead, Amersham, Aylesbury area
Reports to	Talent Manager
Role Type	Part-time employed
Hours	15 hrs per week (flexible), available for urgent calls/emails 5 days per week
Leave	20 days pa pro-rata + 3 days at Christmas (with potential additional unpaid leave during school holidays)
Salary	£23k pro-rata

Role

Freeman Clarke is a small, but fast-growing company providing fractional (part-time) CIO's and CTO's to mid-sized clients. We have several teams around the UK and have recently launched in the US.

Identifying the best in the business is key to our strategy and we need a consultant to work with the Talent Manager to oversee this activity, and to be a welcoming first point of contact for applicants. In addition we have a growing programme of continual professional development and we wish to boost this activity.

Purpose

- Support the Talent function within Freeman Clarke including recruitment, CPD, internal conferences and other internal engagement activities and take part in development and improvement of these activities.

Key responsibilities

- Administer attraction, follow-up, initial screening, assessment and on-boarding processes for Principals (and Regional Directors) for the UK Operation.
- Support the Talent Manager with the development of the US Operation.
- Monitor and measure the recruitment process, suggest improvements and implement when approved.
- Assist with the upkeep of Principal records to ensure they are up to date and regular checks are completed.
- Support the UK Regional Directors with the identification and onboarding of potential Principals.
- Assist the Director and Talent Manager in the administration of the CPD system (LearnAmp), organise events and track, chase and encourage participation.
- Assist with the organisation of the twice annual internal conferences, including hotel, venue and speaker booking.
- Organise other staff engagement activities.
- Take part in development of ideas for improvement of recruitment, conferences, CPD and internal engagement.
- Support the Talent Administrator with any additional tasks.

Essential Characteristics

- A depth of recruitment experience at a senior level, ideally in a Tech environment
- Confident and able to operate without direct supervision much of the time
- Flexible and able to adapt to a small, rapidly growing company
- Able to work to tight deadlines and able to handle multiple conflicting deadlines
- Great communication skills (verbal and written)
- Excellent attention to detail
- Good humoured, upbeat, positive, proactive and resilient