

Talent Coordinator

Reports to: Head of Talent & Inclusion

Team: People & Culture

Job Description

Summary

The Talent Coordinator will play a key role in supporting the Foundation's Talent Hub. The role will work closely with and support the Head of Talent & Inclusion to deliver the Foundation's talent management strategy. The role will coordinate and evaluate internal learning and development initiatives, fostering a structured learning culture that supports a high-performing workforce.

Additionally, the Talent Coordinator will support the Talent Acquisition Specialist in managing the Talent Acquisition strategy, process and procedures, including recruitment campaigns, ensuring alignment with the recruitment policy and creating a seamless candidate experience.

Key responsibilities:

Learning & Development - Plan, Coordinate, and Deliver

- Collaborate with the Head of Talent & Inclusion and key stakeholders to implement and assess the Learning & Development (L&D) plan, ensuring it meets mandatory requirements, employee needs, and aligns with the organisation's values and culture.
- Work with external suppliers to develop high-quality learning content.
- Ensure effective coordination of training to support employee growth and career progression.
- Co-ordinate the delivery of an ongoing leadership and management development programme, in partnership with external providers, targeting first and second-level line managers.
- Lead on the management and coordination of external L&D suppliers, implementing robust performance management measures to ensure cost-effectiveness.
- Guide staff towards relevant L&D resources and collaborate with People Business Partners to encourage continuous professional development.
- Process individual learning budget requests, ensuring adherence to the L&D policy and procedures.

Talent Acquisition - Plan, Coordinate, and Deliver

- Support the Talent Acquisition Specialist in managing recruitment campaigns, including interview coordination and candidate experience management.
- Support the development of recruitment schedules and prioritisation of hiring needs.
- Work with Hiring Managers and the Talent Acquisition Specialist to develop job descriptions and application packs, ensuring language reflects a diverse and inclusive recruitment approach.
- Assist in placing job adverts online and liaise with recruitment agencies as needed to ensure outreach to diverse talent pools.
- Create and send offer letters and support the People Team with obtaining employment references as required.
- Support Hiring Managers to align assessment processes with the Foundation's core values and DEI principles, liaising with the Talent Acquisition Specialist and Head of Talent and Inclusion as required.
- Contribute to a smooth onboarding process, working in collaboration with Hiring Managers and the People Operations Analyst.

Systems & Technology

- Manage the Foundation's Learning Management System (LMS), ensuring it meets the organisation's needs in collaboration with the external provider and Head of Talent & Inclusion.
- Provide administrative support for the Foundation's Applicant Tracking System (ATS), including:
 - Uploading job details
 - Adding interview and application questions
 - Assigning Hiring Managers to live roles
- Maintain and manage internal Talent Hub resources, including SharePoint sites, inboxes, and the Talent Hub page on the intranet.

Evaluation, Reporting & Process Improvement

- Work with the Head of Talent & Inclusion to review and enhance L&D policies within the Foundation.
- Support the Talent Acquisition Specialist in ensuring recruitment processes align with policies while driving continuous improvement.
- Be the first point of contact for all Talent Hub policies and procedures.
- Identify and recommend process enhancements for both L&D and talent acquisition functions, leveraging automation where possible, and in liaison with the People Operations Analyst.
- Ensure accurate data collection and reporting on L&D activities and recruitment metrics.
- Support the tracking and reporting of DEI metrics in collaboration with the Talent Acquisition Specialist and People Operations Analyst.
- Implement consistent evaluation methodologies for training effectiveness.

- Regularly report on L&D metrics, KPIs, and associated costs to the Head of Talent & Inclusion.
- Maintain training records, identifying skill gaps and informing workforce development strategies.

These responsibilities are not exhaustive, and the Foundation reserves the right to assign other duties commensurate with the role as required.

Person Specification

Skills, Abilities & Attributes

- Strong communication skills.
- Good stakeholder management skills with the ability to build relationships with internal and external stakeholders, including training providers, hiring managers, and employees.
- Good project management skills, with the ability to manage multiple initiatives simultaneously, ensuring deadlines and objectives are met.
- Proactive and solutions-oriented, with the ability to work independently.
- Excellent organisational skills, with the ability to prioritise tasks and work under pressure.
- Ability to collect, analyse, and manage KPI data.
- Proficiency in HR and L&D software, such as LMS, ATS, SharePoint, and Excel for reporting purposes
- Keen attention to detail, ensuring accuracy in training coordination, data reporting, and recruitment processes.
- Commitment to and alignment with the Foundation's values: Enterprising, Collaborative, Delivery-Minded, Inclusive.

Knowledge, Experience & Qualifications

- Experience working in an entry-level or above Learning & Development role.
- Proven track record in coordinating L&D initiatives.
- Experience in managing external stakeholders and suppliers.
- Understanding of or experience supporting recruitment campaigns.
- Diversity, Equity & Inclusion (DEI) – Awareness of best practices in inclusive hiring, learning accessibility, and creating an equitable workplace.
- Desirable: People and Organisational Development Trends – Keeping up with trends in talent acquisition, skills development, and workplace learning.
- CIPD qualification (or equivalent), or relevant experience.

Please note that interview for this role will take place on Thursday 24th and Friday 25th April

How to apply

Thanks for your interest in working with us. We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk