



Talent Manager MAMA Youth £30,000 - £32,000 a year

We are a team on a mission. The misrepresentation of people from **under-represented** groups in the media negatively affects society. We want to change this. The MAMA Youth Project recruits, trains and nurtures young people from under-represented groups or with limited educational or employment opportunities. Through training projects we equip people with the **skills** and **experience** necessary to secure long-term and **fulfilling employment** in the **TV and media industry**. We particularly focus on young people with **limited educational** or **employment opportunities**, including unemployed graduates. We are committed to getting young people into employment and to bringing **diversity** to the media industry.

We deliver TV production and digital media training working with a minimum of 48 young people/year to produce broadcast quality content. With a combination of intensive skills training, hands on training, one-to-one personal and career development and paid work placements after completion we work with our young people towards a tangible outcome that is employment. As well as this intensive boot-camp style we create and deliver other training programmes in partnership aiming to train and support into employment more young people.

We need brilliant people to join the team.

What are we looking for?

We're looking for a proactive Talent Manager to start immediately. You'll be working with our existing talent manager and recruitment teams in our partner companies, so a demonstrable background in recruitment and understanding job requirements and candidate profiling will set you up for success in this role.

As part of MAMA Youth Project, you'll be involved in all training programmes and achieving KPI's for a minimum of 48 participants/year. Some of the goals you'll be working towards securing our programme graduates job opportunities with our partners, delivering 1 to 1 personal and career development support to trainees during the training and participating in all our recruitment stages.

You'll also be delivering high-quality content, hosting events and workshops both in our building and corporate offices, so you'll be warm, sincere and engaging. Offering coaching and development input to our alumni, you'll be guiding them in how best to network, develop their skills and mindsets and find the opportunities they're looking for.

You'll work closely with our Director of Operations to engage new companies and develop more partnerships.

What you'll be doing

- Working with corporate talent teams to understand their recruitment processes and candidate requirements
- Creating profiles of each cohort, putting forward participants who might be suitable for placements with our partners
- Providing advice and guidance to our cohort to help them secure further job opportunities
- Support participants in developing their 12 month career goals and understand how to successfully navigate it
- Co-coordinating and delivering high quality events, workshops and experience with the most up-to-date knowledge and insight
- Providing 1 to 1 personal and career development to each trainee



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- Work with corporate volunteers to help them provide necessary support to programme participants and ensure they also benefit from the programme
- Ensure that the alumni remain engaged and supported
- Manage MY talent pool and Alumni groups, job sharing, encouraging knowledge sharing and connections
- Support with recruitment outreach, shortlisting applications and interviews to select training participants
- Ensuring you are compliant with GDPR legislation
- If Year 1 exceeds expectations there will be opportunities to continue
- There are also opportunities to get involved in digital marketing and content creation

You will be reporting into the Project Manager who is accountable for all of MYP's programmes.

Requirements

What you'll need to succeed:

- 2+ years of experience in TV recruitment, talent management or corporate HR teams
- Experience in training and development
- A proactive and action focused personality, who loves getting work done
- A desire to do something bold and exciting
- Inspired and driven by goals and KPI's
- A desire to see more social inclusion in the media world and be a key player in changing mindsets
- The ability to rationally assess, analyse and organise, whilst also having a 'why-not, let's do it' attitude to life and work.

Benefits

We want to support our team to grow, develop and be inspired by their career at Arrival, so you'll get;

- Constant exposure to learning opportunities in your role and the ability to make an impact from day one
- 31 days holiday, including Bank Holidays
- Opportunity to coach our amazing young people, developing coaching and leadership skills
- We work in the brilliant Sky HQ campus/offices where you'll have access to gym, yoga and subsidised meals
- A supportive and caring team, flexible hours and home working when needed
- Annual budget to access industry events and training opportunities

To Apply: Send your CV and Cover letter **Friday the 24th of September** to cristina@mamayouthproject.org.uk