

Job Description

Job Title:	Head of Talent & Development
Location:	Victoria, London
Reports To:	Group HR Director
Salary:	Up to £30,000 per year for part-time role depending on hours and experience
Hours:	Part time role between 1-2 days per week (flexibility regarding work pattern is available with the current job holder working approximately 60 days per year)
Benefits:	Pension, Life Assurance, Permanent Health Insurance, Private Medical Insurance, 25 days holiday pro rata

ABOUT CHIME

Chime is a sport, entertainment and communications group present in six continents, 20 countries and 32 cities. The group comprises CSM in sport and entertainment; the VCCP Partnership in marketing communications; OPEN Health in healthcare communications, public relations and market access; CIE in market research; and the Chime Specialist Group in communications in specialist market places.

At Chime, we transform businesses, brands and organisations through the power of sport, entertainment and communications by creating a lasting commercial and social impact. We create award winning campaigns for the likes of easyJet, Airbnb and comparethemarket.com. We have involved Martini in Formula One, HSBC in the British & Irish Lions and Bradesco in the Rio 2016 Olympics. It's a unique combination able to engage, unify and command the loyalty of global audiences.

The role sits within Chime Central, a grouping which comprises Chime's executive directors and the Group finance, corporate services, marketing and HR functions.

PURPOSE

The purpose of the role is to manage a number of core talent and development areas across the business including:

- Strategic development of bringing new talent into the business
 - Graduate programme strategy, development, management and recruitment
 - Strategic development of an apprenticeship scheme and assistance with scheme management
 - Identifying internal training opportunities for Chime's Internal Training Scheme
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KEY JOB TASKS

Graduates

- Defining the needs of the different businesses in terms of graduate requirements
- Managing the application and recruitment of the graduates
- Liaising with individual agencies regarding applications

- Assisting in the assessment and interviews of shortlisted candidates
- Designing the year long programme for the graduates once recruited
- Mentoring graduates throughout their year
- Liaising with businesses on graduate progression and discussing full time roles after the graduate year
- Guiding graduates through the pro bono charity project and acting as Account Director on it

Apprenticeships (new area of focus)

- Strategic development of apprenticeship approach
- Working with individual businesses to establish need and requirements
- Assisting in recruitment
- Promotion of Chime's individual businesses to local young people including schools and colleges
- Assisting in identifying training courses for each apprentice
- Assisting individual businesses in the management and training of apprentices

Internal Training

- Identifying relevant internal training courses for staff
- Sourcing relevant trainers from across the business
- Monitoring internal training courses as to their effectiveness and feeding back to trainers
- Delivery of a number of training courses

General

- Managing administration support for all of the above

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

It is essential that the holder of this role is a practitioner in one of the group's core disciplines who has at least five years' experience of managing people.

The role requires somebody who is interested in managing and developing young talent and can empathise with the challenges they face.

Experience of training and/or graduate or apprenticeship programmes would be helpful but is not essential.

Ideally this is someone who is already within the business, has a good knowledge of the individual agencies and has relationships with people in them, although the latter is not essential.

Diplomacy and people skills are very important and the role also requires attention to detail and flexibility.

DESIRED ATTITUDES AND BEHAVIOURS

- Self starter
- Cheerful and energetic disposition.
- Enjoys working with young people
- Resourcefulness, persistence and proactivity – focus on solutions to problems
- Confidence, sensitivity and diplomacy to communicate with senior management and employees.
- Direct and honest in dealing with others.
- Treats all people with fairness and respect.

TO APPLY

Please email your CV to Tricia Moon – tmoon@chimegroup.com by 3 May 2016. If you have any questions please call Tricia on 020 7096 5883 or Kate Fraser, Chime Group HR Director, on 07880 736 595.