

## Job Specification:

## Head of Talent

Department:	People & Culture
Scale:	HQ6
Line managed by:	Director of People & Culture
Responsible for line managing:	Recruitment Officer
Location:	UK/Manchester preferred

**MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.** We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

**MAG's Values.** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

**DETERMINED** - we work with purpose.

**EXPERT** - through excellence and expertise we build trust.

**INTEGRITY** - we strive to do the right thing.

**COMPASSION** - people come first in everything we do.

**INCLUSIVE** - we are inclusive, and we value diversity.

### Job Purpose:

The Head of Talent is responsible for providing both strategic and operational leadership of MAG's external and internal talent acquisition processes including recruitment, promotion, and deployment.

Aligned with the objectives of MAG's Strategic Framework, 2024 – 2028, you will lead the design and ongoing implementation of a Talent Strategy which supports us to meet our strategic People & Culture objective:

**'We will develop an inclusive global workforce to ensure we have the right skills, capacity and culture to deliver the highest quality of programming with the most possible impact'**

### Job Description

#### Leadership of the Talent Team:

- Oversee the work of MAG's Talent team (currently one Recruitment Officer, with potential for additional roles) to deliver high quality recruitment processes which are transparent, efficient, and support MAG to recruit and retain staff who support us to increase our impact.



- Under the guidance of the Director of People & Culture, and in close collaboration with the Head of Human Resources and key stakeholders, lead the ongoing review of MAG's current approach to recruitment, promotion, and deployment across UK Contracted processes, including Manchester/UK roles and Remote, Roving, and Programme International positions.
- Lead the continuous improvement of our recruitment practice, with a focus on building the capability of key stakeholders including, hiring managers, technical advisors, and the People & Culture team to ensure best practice.
- Develop and maintain recruitment metrics to measure effectiveness of recruitment systems, and inform decision making.
- Be responsible for the recruitment of positions at Leadership Team level, and support the Board of Trustees and Director of Governance and Business Transformation to recruit voluntary governance roles.
- Working with stakeholders, develop strategies and networks to build an ongoing talent pipeline (both internally and externally), particularly for roles identified as 'hard to fill' and roles requiring specific senior expertise.
- Be the lead technical expert on the ATS, ensuring the technology is maximized to support efficient and effective recruitment in the context of MAG.

#### **Specialist projects**

- In collaboration with stakeholders, lead the Talent team to deliver a number of specialist projects including:
  - Development and maintenance of rosters for specialist short term roles such as logistics and security
  - Talent pipelining for technical roles
  - Staff Movement (rotation) system
  - Develop and deliver training packages for hiring managers.

#### **Key collaborations:**

- Work with Safeguarding to ensure that MAG's safe recruitment principles are integrated into recruitment processes and used in practice.
- Work with Employee Engagement/Learning & Development to ensure a holistic approach to the identification and assessment of behavioural and technical capabilities.
- Work with Communications, and other relevant stakeholders, to ensure clear, transparent, and accessible information regarding talent acquisition processes is available to both internal and external candidates.
- Work with the IT/Digital Technology team in the Governance and Business Transformation department to strengthen the technology used to support talent acquisition processes.

#### **Programme capacity building:**

- Working with the Programme HR Managers, Head of Human Resources, and locally recruited HR teams, support the development of talent acquisition practices at a programme level, including providing advice on specific programme recruitment strategies as needed.

#### **Equity, Diversity, and Inclusion:**

- Working collaboratively with the Equity, Diversity, and Inclusion Manager, ensure that EDI principles are embedded across recruitment, promotion, and deployment processes.
- Under the guidance of the EDI Manager and Director of People & Culture, work to proactively identify and address potential systemic barriers related to talent acquisition, and the broader People & Culture work.

#### **Leadership and Management**

- Lead and develop the team, ensuring opportunities for growth and constructively addressing areas for improvement where needed.



- Be part of the broader People & Culture leadership team, working collaboratively with the Head of Human Resources, Equity Diversity & Inclusion Manager, and Safeguarding Lead to ensure strong integration across all our work.
- Contribute to the ongoing evolution of our People & Culture practice, with an openness to challenge and self-learning.

**All staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Travel internationally sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference

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## Person Specification

### Essential Experience

- Significant experience leading and supporting a team to deliver end to end recruitment support in an international context
- Experience in the use of technology to support effective and efficient recruitment processes
- Demonstrated experience in the design and implementation of contemporary recruitment practices
- Experience in working in a humanitarian/INGO context
- Demonstrated experience working at a senior level, and as part of a senior management team
- Experience in leading and developing a team, ideally through a significant period of change
- Experience implementing and monitoring safe recruitment practices

### Essential Skills and Knowledge

- Strong understanding of best practice talent acquisition, and an ability to contextualise this to meet organisational needs
- Excellent stakeholder management and communication skills, with the ability to influence across all levels of an organisation
- An understanding of the principles of safeguarding, equity, diversity, and inclusion, and how they can be applied in recruitment practices
- Ability to flex between strategic and operational work
- Values based approach to managing and leading a team

### Essential Aptitude

- The ability to think strategically and in the long term, while maintaining focus on day to day operations
- Strong collaboration skills, with the ability to work across different departments, stakeholders, and teams to achieve outcomes
- Strong communication skills, with the ability to influence stakeholders, including at senior levels of the organisation



- Willingness to take an innovative approach, with the ability to review and adapt to achieve success

#### Desirable

- Experience working in HR/Recruitment at a country level
- Demonstrated experience working in cross collaborative projects, particularly in equity, diversity, and inclusion
- Experience in providing end to end recruitment support for executive roles (i.e. CEO and level below)
- Experience in developing and delivering communication strategies related to recruitment, deployment, and promotion
- Experience in developing, monitoring, and reporting recruitment/EDI KPIs.

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<b>Signed employee:</b>	<b>Date:</b>
<b>Signed manager:</b>	<b>Date:</b>

July 2025