

## Job Specification:

## Talent Acquisition Partner

Department:	People & Culture
Scale:	UK Grade 4
Line managed by:	Head of Talent
Responsible for line managing:	Recruitment Officers
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 Talent Acquisition Partner manage the operational delivery of MAG's external and internal talent acquisition processes including recruitment, promotion, and deployment, managing day to day hiring activity and ensuring fair, timely and inclusive processes.

The role provides operational guidance to the Recruitment Officers, supports hiring managers throughout the recruitment cycle, and manages the effective operational use of our applicant tracking system. The Talent Acquisition Partner builds talent pipelines, produces recruitment data and reporting, and works closely with HR Managers to ensure smooth onboarding and strong workforce planning. The role is central to improving the candidate experience and strengthening MAG's overall talent acquisition capability.

### Job Description

#### Recruitment Delivery and Coordination with HR Managers

- Ensuring adherence to best practice recruitment and EDI policies and principles, operate as a strategic partner to the business, providing best practice advice and guidance on recruitment and selection.
- Lead end to end recruitment for your allocated roles, working closely with hiring managers to understand their needs and design fair, ensuring inclusive and efficient selection processes.



- Undertake evidence-based approaches to longlist candidates, develop interview and assessment materials, and support panels to make consistent and transparent hiring decisions.
- Take part in interviews and facilitate panel discussions to ensure consistency and alignment with best practice.
- Provide HR managers with regular updates, managing timelines, risks, and expectations throughout the process.
- Under direction of Head of Talent, support internal movement, promoting opportunities through internal channels, supporting in implementing succession plans and retention strategies.
- **Team Leadership and Workflow Coordination**
- Manage and motivate two Recruitment Officers to perform to a high standard to deliver high quality recruitment support across the organisation, helping them prioritise work, strengthen their skills.
- Conduct appraisal meetings in line with MAG policy, agreeing and reviewing progress towards individual targets on a regular basis.
- Coordinate workloads across the team to ensure recruitment activity flows smoothly and deadlines are met.
- Work towards creating a collaborative, supportive, and high achieving team culture.
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#### **Systems, Data and Continuous Improvement**

- Lead the effective operational use of our applicant tracking system, ensuring that workflows, templates, and data are accurate and support strong decision making.
- Support the Head of Talent with recruitment metrics, providing insights on performance, diversity, and candidate experience to inform strategic decision making.
- Collaborate with the Head of Talent to identify system improvements and support their implementation.
- Safeguard the accuracy and integrity of recruitment data, ensuring adherence to compliance, safeguarding and privacy standards.

#### **Talent Pipelines and Market Engagement**

- Build and maintain talent pools for recurring or hard to fill roles, engaging proactively with potential candidates.
- Maintain accurate talent pipelines within the ATS for future recruitment campaigns.
- Monitor developments in labour markets, sourcing channels and recruitment trends to inform planning.

#### **HR Operational Support and Administration**

- Review new starters, internal moves, and programme changes as required.
- Review offer documentation for accuracy and consistency.
- Oversee background checking processes, ensuring timely follow up and accurate handover to HR Operations.
- Check that all candidate documentation and approvals within the selection and deployment process are consistent, accurate and compliant.
- Update payroll change spreadsheets and collaborate with HR Operations to ensure data accuracy.
- Ensure new starter information is complete and submitted within required timelines.

#### **Collaboration with other Centres of Excellence**

- Work closely with HR Operations to ensure new starters are onboarded smoothly, with accurate documentation and timely handovers.
- Work with Safeguarding to ensure that MAG's safe recruitment principles are integrated into recruitment processes and used in practice.
- Partner with HR Managers to understand programme needs, plan for upcoming vacancies and align recruitment with organisational priorities.



- Contribute to developing tools, guidance and training that will help managers to recruit confidently and consistently.

**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.
- Occasionally required to travel internationally, sometimes to developing countries and areas in conflict.
- 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

- Experience leading and supporting a talent acquisition team to deliver end-to-end recruitment support in an international context or multi-site organization.
- Proficient use of applicant tracking systems (ATS) and other recruitment technologies.
- Experience in direct sourcing, market mapping or talent pooling activities for hard to fill roles.
- Experience in collating HR data and developing periodic reports.
- Experience collaborating with HR Operations, payroll or administrative teams.

### Essential Skills and Knowledge

- Excellent stakeholder management and communication skills, with the ability to influence across all levels of an organisation
- Demonstrated creativity to improve Talent Acquisition efficiencies, talent sourcing methodologies, and employer branding principles.
- Strong organisational skills, with the ability to manage competing deadlines and high-volume workloads.
- Ability to manage, motivate and develop a team

### Essential Aptitude

- Proactive attitude to change with the ability to recommend improvements to process and practice, leading through to implementation.
- Demonstrated creativity and passion for talent sourcing methodologies, and employer branding principles.
- Proactive, collaborative, and adaptable in an evolving environment.
- Ability to work at pace and with a range of competing demands whilst maintaining excellent judgement

### Desirable

- Experience using Workable ATS
- Experience in monitoring and reporting recruitment/EDI KPIs.
- Demonstrable understanding of optimising stakeholder experience and employer brand strengthening
- Experience of using an Employer of Record Service and/or dealing with employment for non-UK remote employees



- Experience working in a Humanitarian/INGO context.
- Fluency in French, Spanish or Arabic is desirable but not essential.

Signed employee:	Date:
Signed manager:	Date:

January 2026