



Talent Attraction Manager (Interim)

job description



the finer details

Which site am I based at?

Acorn House

Which team am I a part of?

Talent Team

Who do I report to?

People Director

Who do I look after?

Talent Attraction Advisors x 2

Team size?

2

Do you have responsibility for a budget?

Recruitment Budget

the purpose of your role

This role is integral to Yeo Valley's Passionate People strategic aim and driving delivery on 'We have a Future Here' including how we define and progress our talent within the business.

An exemplar of our Yeo Valley brand and values, you ensure we continue to add to our culture with talented, unique individuals who bring something special to the business.

During the 6 month contract you will be responsible for 5 key deliverables alongside the responsibility of circa 600 hires a year. These include improvement of recruitment governance, hiring manager training, PSL management and budget control, candidate onboarding journeys and assisting the People Director with the long term recruitment team structure and permanent Talent Attraction Manager's onboarding experience. Please refer to the 'Statement of Works' for further information.

Key responsibilities:

- ♥ Responsible for Yeo Valley's recruitment approach, Applicant Tracking System (ATS) and governance
- ♥ Senior / critical role recruitment including headhunting for selected roles (up to senior leadership level) via recruiter seat on LinkedIn, market mapping and talent pooling.
- ♥ Oversee our operational site's volume recruitment and manage the Talent Attraction Advisors in delivering workforce plans.
- ♥ Develop our Early Careers attraction campaigns.
- ♥ Lead on the design and embedding of our D&I vision into all aspects of our attraction, selection and recruitment
- ♥ Strategic campaign planning with HRBPs and Hiring Managers
- ♥ Contract Manager for our agency suppliers with full management of PSL
- ♥ Well networked, recognised as Yeo Valley's go to person for all recruitment expertise and knowledge.
- ♥ Account owner for our partnered temporary agency supplier
- ♥ Responsible for all employer brand and the look and feel of how we present this to the market
- ♥ Work in partnership with our Learning and Development specialists and HRBP team to help develop our managers recruitment skills
- ♥ Working with HRBPs to develop appropriate strategies around attracting talent and targeting specific populations for critical roles / hard to fill vacancies
- ♥ Utilizing the latest technical expertise to determine our selection process: aptitude testing, psychometrics, competency based interviews and to deliver cost effective innovative resourcing solutions

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- ♥ Continue to refine our recruitment framework and tools, reviewing the improvement roadmap and heading up operational improvement projects.

qualifications & experience

Essential:

- ♥ Previous experience and market knowledge of recruiting high volumes of candidates (in-house or agency)
- ♥ Proven knowledge of various recruitment methods to attract both passive and active candidates
- ♥ Experience of coaching and training.
- ♥ Experience of running and supporting interviews and assessments
- ♥ CV sifting, telephone / video screening and interviewing experience
- ♥ Demonstrable organisation and prioritisation skills
- ♥ Ability to manage a demanding workload and work autonomously
- ♥ Experience of working in a multi-functional team with multiple stakeholders
- ♥ Have a good understanding of employment law surrounding recruitment
- ♥ Knowledge of ATS use and configuration

Desirable but not required:

- ♥ CIPD Level 3 Qualification
- ♥ Level 3 Certificate in Recruitment Practice (CertRP)

what good looks like for this role

- ♥ Ability to quickly identify talent
- ♥ Ability to deliver action plans based on data driven decisions.
- ♥ A continuous improvement mindset
- ♥ An understanding of the wider company workings and role structure to each department.
- ♥ Collaborative in approach
- ♥ Training and coaching focused
- ♥ Strong communication skills (written and verbal)
- ♥ Strong influencing skills and the ability to apply sound professional judgement
- ♥ Prioritisation and time management skills
- ♥ Ability to manage a demanding workload
- ♥ Ability to work collaboratively with a range of stakeholders
- ♥ Great sourcing skills with the ability to seek out good candidates
- ♥ A good level of commercial awareness and understanding of how your role contributes to business operations
- ♥ Aligned to the Company's values





DRAFT

HR use

Date of last review: 04/09/25

Job reference no:

Job level: 7s

Job Group: Talent & Opportunity

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