

Talent Acquisition Advisor

Job description

It will take a society to beat dementia. Alzheimer's Society.



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Talent Acquisition Advisor

Position in the organisation

Reports to the Talent Acquisition Partner
Member of our Talent Acquisition team.
Part of our People directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Talent Acquisition Advisor manages the full recruitment lifecycle across a wide range of roles, ensuring a seamless, inclusive, and engaging hiring experience for both candidates and hiring managers.

Thriving in a collaborative environment, the Talent Acquisition Advisor will act as a subject matter expert across all areas of recruitment, including inclusive hiring practices, direct sourcing, market trends, attraction strategies, and the effective use of our in-house Applicant Tracking System (ATS).

They provide expert guidance to hiring managers at every stage of the recruitment process, championing continuous improvement to ensure recruitment practices remain innovative, efficient, and inclusive. They are committed to embedding equitable, high impact hiring approaches that contribute to long-term organisational success.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Under the direction of the TA Partner, lead end-to-end recruitment activity across a variety of roles including managerial and high-volume roles, from briefing calls, attraction planning, and sourcing through to shortlisting, interviewing, selection and offer.
- Partner with hiring managers to shape effective and inclusive recruitment campaigns, ensuring hiring approaches are aligned with organisational goals, team needs, and fair employment practices.
- With support from the TA Partner, design and implement cost-effective, role-specific attraction strategies that promote the Society's values and employer brand, leveraging diverse sourcing channels and optimising recruitment platforms – such as the ATS, careers site, and social media – to attract, engage, and convert high-quality candidates, including outreach to underrepresented groups.
- Serve as a subject matter expert on inclusive and effective recruitment, challenging and providing guidance on bias-reduction, equitable selection, sourcing strategies, interview techniques, and hiring best practices.
- Coach and support hiring managers to build their confidence and capability in recruitment and selection, embedding inclusive, evidence-based decision-making throughout the process.

- Maintain up-to-date market knowledge and industry insights to inform recruitment strategies and ensure a competitive approach to talent acquisition.
- Track, evaluate, and share recruitment data with hiring managers, including diversity and inclusion metrics, to assess campaign effectiveness, identify barriers, and inform continuous improvements aligned with directorate EDIB plans.
- Advise and support hiring managers on the design and implementation of appropriate and effective interview and selection processes utilising the filter and application questions and our agreed interview question bank.
- Maintain strong relationships with stakeholders across the business, providing regular updates and ensuring alignment with recruitment objectives.
- Champion system compliance and usage across the organisation by providing guidance, training, and support on EPLOY to all relevant stakeholders.
- Ensure safer recruitment practices and processes are embedded and implemented throughout all recruitment cycles ensuring any concerns are escalated.
- Collaborate with team members to share best practices and foster a continuous improvement mindset, enhancing team culture and engagement.
- Use a variety of sourcing methods including job boards, social media, and direct outreach to build and nurture diverse, high-quality talent pipelines, with a focus on hard-to-fill roles, helping to reduce agency reliance and improve time-to-hire.
- Ensure all recruitment and selection activity complies with equality, employment, and data protection legislation, embedding ethical recruitment practices throughout.
- Support and contribute to wider Talent Acquisition projects and strategic initiatives as and when required.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Proven recruitment and selection experience from an in-house environment, including the management of recruitment campaigns for multi-volume roles in a fast-paced environment.	A/I
Experience of working in a recruitment role in large, complex organisation.	A/I
Application of digital communications including success of using and evaluating a wide range of advertising channels for targeting specific audiences including social media.	A/I
Champion of equality, diversity and inclusion with an in-depth understanding of the significance of this in recruitment and selection, and experience of ensuring EDI is always woven through the recruitment process.	A/I
Expert knowledge of innovative resourcing techniques and knowledge of key sourcing opportunities to identify appropriate pool of talent and candidates.	I
Track record of talent and passive candidate attraction and use of new and creative approaches.	A/I
Experience of utilising data to drive performance and improvements, with strong ability to identify key insights through analysis.	I
Advanced interpersonal skills and relationship management including coaching and influencing.	A/I
Effective stakeholder management and communication skills, with the ability to influence and challenge constructively.	I
Experience of employer branding activities, including creating innovative and engaging marketing campaigns utilising relevant support as necessary	I
Good working knowledge of relevant employment markets.	I
Up to date knowledge of current employment legislation related to recruitment, including GDPR and safer recruitment practices.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I

Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I

Follow us on X and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face coooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave