

Job Title: Corporate Talent Acquisition, Senior Manager **Based in:** Anywhere in the UK

Please note that English fluency and solid experience in Talent Acquisition in the UK is essential for the role.

To apply, email your CV and a short cover letter to careers@tent.org as quickly as possible as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.

About the Tent Partnership for Refugees and Tent UK:

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilise the world’s largest employers to help refugees access local labour markets. Tent UK, the national coalition of the Tent Partnership for Refugees, is a network of over 70 major companies that are committed to hiring refugees across the country and helping them become job-ready. In addition to the UK, Tent operates in a dozen countries across the Americas and Europe. Find out more at www.tent.org/uk.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with expertise in talent acquisition, relationship building, and project management to join our expanding team. The Corporate Talent Acquisition Senior Manager will split their time equally between supporting Tent UK companies in their refugee hiring efforts and a new global refugee hiring support workstream.

For Tent UK, this role will work closely with existing member companies to help them hire refugees in the country. This individual will gain a deep understanding of the diverse refugee hiring needs of dozens of major companies; build strategic connections between these companies and refugee facing organisations; and actively drive the hands-on execution of refugee hiring projects.

In their global capacity, this position will play a key role in enhancing Tent’s ability to support companies in hiring refugees at scale across other markets. This includes developing operational guidance; creating manuals and toolkits; and offering “in-house consulting” to support Country Teams outside of the UK. The role will also involve contributing “surge” capacity for rapid deployment in priority markets, supporting hiring efforts across Europe and the Americas.

Key Responsibilities:

Tent UK Responsibilities (50%)

- **Work with companies on refugee hiring programmes**
 - Take on relationship management of select existing Tent UK member companies to steward their refugee hiring efforts and deepen their engagement with Tent UK
 - Advise companies on the most appropriate structure, locations, and processes to set up successful refugee hiring programmes, encouraging them to start or scale efforts
 - Facilitate effective routes to source, recruit, and onboard refugee candidates
 - Build strong relationships with and collaborate with refugee-facing organisations (our ‘implementing partners’) to enable the delivery of hiring programmes with Tent member companies
 - Advise companies on how to overcome challenges in their refugee hiring efforts, drawing on Tent’s expertise and best practices
 - Support information gathering and best practice identification in a range of refugee hiring programmes
 - Check-in on company progress and ensure Tent information trackers are up-to-date
 - Facilitate select Working Group calls for our member companies
 - Develop and conduct select trainings for companies on a range of topics related to refugee hiring and inclusion

Global Refugee Talent Acquisition & Refugee Hiring Support Responsibilities (50%)

- **Develop guidance to support Tent country team members as they advise companies on refugee recruitment and integration activities**
 - Create internal operational guides for Tent staff, providing step-by-step instructions on how to support companies in their refugee hiring efforts
 - Build in-house consulting capacity to provide targeted support to Tent country teams on complex HR challenges affecting refugee hiring
- **Provide surge capacity to country teams to address complex HR challenges**
 - Deliver direct assistance to companies on specific tasks, such as planning, implementing, and tracking the outcomes of hiring events
 - Develop refugee recruitment toolkits for company recruiters, which will enhance Tent’s ability to facilitate hiring pilots and help companies hire at scale in key markets

Mandatory skills/experience:

- Bachelor’s degree
- Minimum of 9 years of experience working with multinational companies, in talent acquisition, recruiting, or human resources
- English fluency mandatory
- Excellent written and verbal communication skills, including strong presentation skills

- Excellent planning, prioritisation and organisational skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and DEI teams

Desired skills/experience:

- Knowledge of policy issues affecting refugees in the UK is helpful, but not essential
- Experience with public affairs

Desired qualities

- Highly organised, with the willingness and ability to help design and organise strategic initiatives
- Ability to work independently in a fast-paced environment and manage shifting priorities
- Comfort in a fast-paced role and mission-driven environment
- Openness to feedback
- A willingness to roll up your sleeves and tackle new challenges
- A positive, energetic, and collaborative mindset
- A quick learner and able to get up to speed quickly on new topics
- An innovative thinker, with a track record of translating thinking into action plans and output
- Ability to make decisions in a changing environment and comfortable operating in gray areas
- Willingness and ability to travel from time to time within and outside the UK

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Even if your experience is not a 100% match, we encourage you to apply. What we've listed are guidelines, not hard and fast rules. Tent will consider people from a variety of backgrounds and career experiences. We specifically encourage those with a refugee background to join our team.

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview



process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.