



Role Title	Talent Outreach Lead		
Job Family	Human Resources	Sub Category	Human Resources
Grade	C5		
Behaviours	<ul style="list-style-type: none"> Changing and Improving Communicating & Influencing Working Together Delivering at Pace 		
Purpose	Develop and implement a talent outreach strategy and programme to promote FCDO Services as an employer of choice.		

Key Accountabilities

- Implement and continually develop the FCDO Services Talent Outreach Strategy to deliver an increased diverse talent pipeline and improve workforce representation to be more aligned to the local and UK populations.
- Develop and lead/coordinate implementation of the outreach action plan, ensuring alignment across HR, and particularly with the D&I strategy/action plan.
- Build relationships with external bodies (Civil Service, specialist third parties, and equivalent roles in private sector organisations), to support identification of best practice.
- Provide appropriate advice and guidance to internal stakeholders.
- Establish and deliver a targeted programme of events with education establishments to encourage under-represented groups to take up a STEM career, and to raise the profile of FCDO Services as an employer of choice.
- Build/maintain a network of local under-represented community groups, and establish/deliver a programme of events, to raise the profile of FCDO Services as an employer of choice.
- Build/maintain a network of experienced hire diversity groups, and establish/deliver a programme of events, to raise the profile of FCDO Services as an employer of choice.
- Monitor impact of activities.
- Raise the awareness of outreach within FCDO Services, demonstrating the link to wider organisational aims and objectives.
- Increase engagement of staff in outreach activities.
- Implement and continually develop a Work Experience programme ensuring there are fair and transparent processes to ensure opportunities are available to all.
- Review and propose appropriate Civil Service internship/life choices and equivalent programmes.
- Manage any affiliation programmes, raising awareness of those schemes both internally and externally.

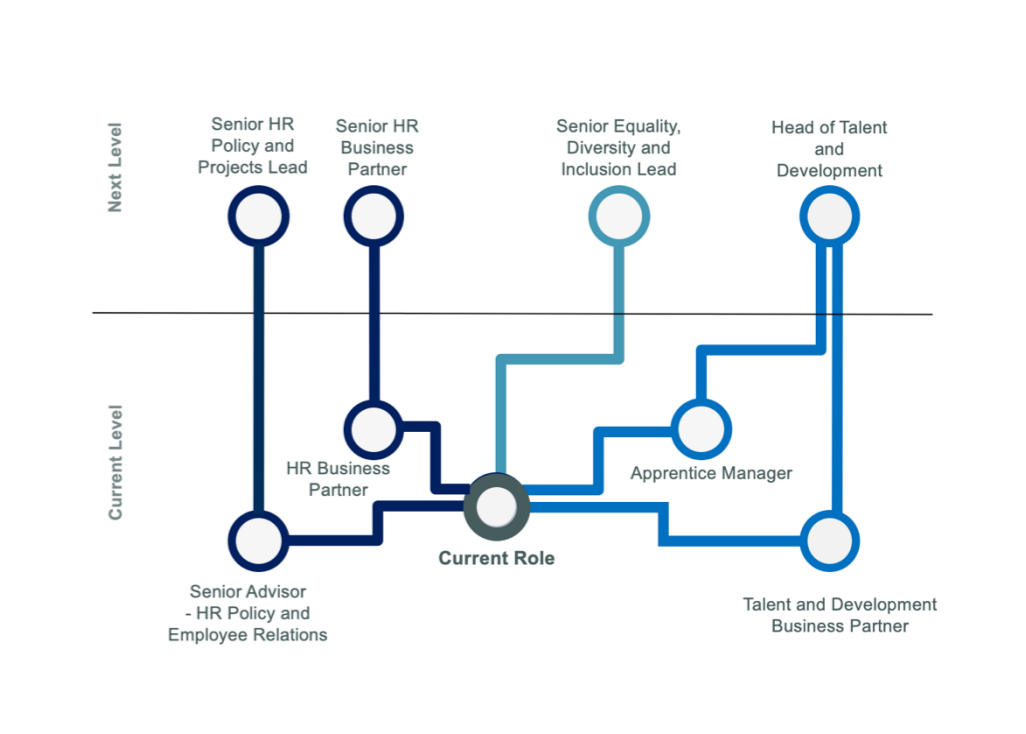
Authority and Scope

- Make recommendations and highlight any barriers to diversity and inclusion
- Day to day awareness of the Outreach budget spend

Internal and External Communications

- Work collaboratively with Apprentice Managers, Resourcing, security, communications and other internal stakeholders to develop and deliver programmes of external events
- Represent FCDO Services at cross government working groups related to Outreach
- Be the main point of contact for all relationships with charities and interest group organisations in line with the Outreach strategy
- Raise the profile of FCDO Services as an inclusive employer of choice with education establishments, and employment diversity groups
- Through working with local communities, identify and implement initiatives that will help remove barriers to employment

Potential Next Career Moves



Skills

- Stakeholder management
- Equality, diversity and inclusion
- Analyse, interrogate and evaluate data
- Planning and organising
- Research and benchmarking
- Draft/author professional/technical documents
- Interpret professional/technical documents
- Event management
- Strategic planning
- Project management

Qualifications, Knowledge and Experience

- ### Essential
- Knowledge of equality legislation
 - Experience of developing, implementing and embedding strategy/policy in line with best practice
 - A deep understanding of the cultural challenges and sensitivities experienced by individuals from minority groups
 - Experience of working with a diverse range of collaborators and stakeholders and of developing and delivering collaborative projects

- ### Desirable
- Experience of managing budgets
 - Experience of event management
 - Experience of liaising with the education sector, community groups, and employment diversity networks
 - CIPD or relevant business qualification