



Are you looking for a role where you can help shape and develop individuals looking to establish a career in a rapidly growing entrepreneurial company? This could be just the role for you.

Since establishing in 1989, RSK's philosophy has remained the same: employ, develop and retain talented people. To continue our success, we are looking to recruit an Early Careers Manager who will focus on supporting the business in attracting future talent principally at Graduate and Apprenticeship level and facilitating their development during the first few years. We are happy to consider candidates who wish to be based from home but are happy to travel as and when required.

### **Early Careers Manager – Home-based**

#### **Key responsibilities:**

Reporting to the Divisional Director you will focus on:

- Liaising with both internal and external key stakeholders to understand business challenges to help develop a clear Early Careers strategy.
- Working closely with the business leaders, recruitment and equality, diversity and inclusion teams to ensure that RSK implements Early Careers programmes that are inclusive and aligned to our future business needs.
- Undertaking talent reviews across the various businesses to determine key skill gaps and developing clear strategies on how to attract the talent required
- Working with the HR team to optimise recruitment activities specifically for students, apprentices and Graduate with the aim of maintaining a pipeline of talent
- Building on existing connections RSK businesses have with Early Careers establishments
- Establishing new strategic partnerships with selected schools, colleges, universities and other selected institutions.
- Working with other partners within the company to design and deliver the company's Graduate, Internship, Apprenticeship and Work Experience programmes.
- Identifying and communicating the latest developments and trends in Education including course structures, funding models and business engagement opportunities.
- Maintaining management information and metrics and managing the Early Careers budget
- Supporting external communications raising RSK's profile in the Early Careers community as a valuable partner and an employer of choice.

#### **About you**

We can offer a challenging and rewarding career. There is already lots of activity being undertaken across the RSK family and with a real desire to identify, hire and develop new talent. The successful candidate will be able to co-ordinate all efforts and use this as a foundation to shape a more defined cohesive talent strategy for the future. To do this we are looking for someone who in return can demonstrate:

- Previous experience working within Early Careers and managing Graduates and / or Apprenticeship schemes.

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- Evidence of building supporting relationships between schools, colleges, universities and businesses and an appreciation of what makes these partnerships successful and enduring
- Experience of measuring the impact of Early Career strategies
- Being comfortable leading projects from analysis to evaluation stage
- Strong problem solving and creative skills.
- Excellent communication skills (written and verbal).

#### **Salary and benefits:**

- £30,000 - £45,000 depending on Experience
- Contributory Pension Scheme
- Company Paid Life Assurance
- A flexible benefits programme including the option to buy additional holidays, cycle to work and private health care
- Regular training and career development
- Access to mental health support
- Professional financial advice
- Discounted gym memberships

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IN PEOPLE