

Talent Manager – Charisma Charity Recruitment

Job description

At Charisma, we believe that great people drive great charities. As a Talent Manager, you will work closely with our Consultants to identify, attract, and engage exceptional candidates for a wide range of charity and non-profit roles across the UK.

This role involves developing and delivering effective sourcing strategies, managing multiple recruitment projects at once, and providing detailed administrative support throughout the process. You will take responsibility for booking and coordinating candidate interviews, ensuring clear and timely communication at every stage. You will also play a key part in supporting candidates through offer processes and onboarding, helping them transition smoothly into new roles.

You will build strong, long-term relationships with candidates, taking time to understand their motivations, experience, and aspirations. You will guide individuals through the recruitment journey, offering honest advice and ensuring they feel supported and well-informed at each stage. You will act as a key point of contact, maintaining regular communication to build trust and foster lasting connections.

A crucial part of this role is managing data accurately and maintaining up-to-date records in our systems. You will be responsible for keeping candidate information current, tracking progress, and providing timely updates to Consultants and clients alike. You will also support Consultants by researching market activity, identifying new business opportunities, and contributing to proposals and pitch materials when needed.

You will be highly organised, proactive, and able to manage competing priorities with confidence. Strong communication skills, both written and verbal, are essential, as is the ability to build rapport quickly and professionally. You will enjoy working collaboratively as part of a supportive team, sharing insights and celebrating successes together. A genuine interest in the charity sector and an understanding of its values and challenges will help you thrive in this role.

You'll enjoy building relationships and be passionate about helping people achieve their career goals, and wants to play a key role in supporting charities to find the best talent.

Key responsibilities

Develop and deliver proactive talent strategies

- Design and implement creative sourcing strategies to attract high-quality talent across charity leadership, fundraising, governance, and operational roles.
- Conduct detailed research to identify candidates of interest and/or groups and networks to engage.
- Use a mix of platforms - LinkedIn, social media, networks, events, and our extensive database - to reach and engage potential candidates.

Build and nurture candidate relationships

- Act as a trusted advisor to candidates throughout their journey, from first approach to placement and beyond.

- Maintain warm, ongoing relationships to build robust talent pipelines for future opportunities.
- Offer honest advice and support to help individuals navigate career decisions.

Manage the end-to-end recruitment process

- Partner with Consultants to determine job requirements and provide recommendations for top candidates.
- Screen and interview candidates to understand their skills, motivations, and cultural fit.
- Partner closely with Consultants to coordinate initial interviews, gather feedback, and support the management of offers.
- Book and manage candidate interviews with precision and care, ensuring clear communication and a seamless experience for all involved.

Deliver outstanding administration and project management

- Confidently juggle multiple projects and deadlines, ensuring all tasks are completed accurately and on time.
- Keep meticulous records and maintain up-to-date candidate information within our CRM and tracking systems.
- Liaise effectively with candidates and consultants to arrange interviews, update progress, and share timely feedback.

Promote Charisma's values and brand

- Be an ambassador for Charisma's mission-led, values-driven approach to recruitment.
- Share market insights and contribute to thought leadership through social media and events.

Support business development and client relationships

- Research and identify upcoming opportunities with charities and sector partners.
- Assist Consultants with market intelligence, competitor mapping, and proposals.

Track and improve recruitment outcomes

- Monitor key recruitment metrics to measure success and highlight areas for improvement.
- Suggest and implement improvements to enhance candidate and client experiences.

About you

As a Talent Manager, you will bring strong relationship-building skills, curiosity, and attention to detail to every part of your work. You will be motivated by helping people find opportunities that align with their skills and aspirations, and you will take pride in playing a crucial behind-the-scenes role in successful recruitment outcomes.

You understand that great recruitment is built on trust and careful preparation. You will enjoy getting to know candidates, learning about their motivations, and ensuring they feel informed and supported throughout each stage of the process. Your ability to manage multiple tasks calmly and effectively will be key to providing a seamless experience for both clients and candidates.

You will value working collaboratively as part of a team, sharing information openly, and contributing to a supportive and high-performing culture. You will be comfortable balancing different priorities and take satisfaction in delivering a consistently high standard of work.

- You're a natural people person who builds trust easily and enjoys helping others succeed.
- You're highly organised, detail-focused, and thrive on keeping projects running smoothly.
- You have excellent research and sourcing skills, with a nose for finding brilliant people.
- Strong communication skills - written and verbal - come as second nature.
- You love a fast-paced environment and can manage multiple priorities calmly and confidently.
- You understand or have a genuine interest in the charity and not-for-profit sector.
- You thrive in a collaborative environment and enjoy working as part of a close-knit, supportive team.

Metrics

Success in this role will be measured through a combination of sourcing performance, relationship building, process accuracy, and team contribution, including:

Candidate sourcing

Consistent delivery of high-quality candidate pipelines across a range of roles, using creative and proactive sourcing strategies.

Candidate engagement

Strength and quality of relationships built with candidates, measured by responsiveness, feedback, and long-term engagement.

Process management

Accurate and timely handling of administrative tasks, interview coordination, CRM updates, and communication throughout the recruitment cycle.

Collaboration and contribution

Effective partnership with Consultants to deliver successful recruitment outcomes, contributing to sub-team delivery targets and smooth project execution.

Recruitment outcomes

Support for placements made, time-to-fill, and the overall quality of candidate experience, as evidenced through feedback and outcomes.

Values-led approach

Consistent demonstration of Charisma's values of professionalism, excellence, integrity, and passion in all candidate and team interactions.

Why Charisma?

We offer a welcoming, purpose-led environment where you'll be supported to grow and make a meaningful impact. You'll join a team that cares deeply about people, celebrates success together, and believes in the power of great recruitment to transform organisations.

What do we offer?

Salary, £30,000 – £35,000, depending on experience.

Generous annual leave, 34 days per year including bank holidays, plus office closure between Christmas and New Year to give you a proper break.

Team bonus scheme, we celebrate success together and reward collective achievements.

Death in service benefit, peace of mind with cover in place.

Volunteer and wellbeing days, two extra days per year to focus on causes or activities that matter to you.

Employee Assistance Programme (EAP), confidential support for your mental health and wellbeing whenever you need it.

A values-led, supportive team environment, we genuinely care about each other and the work we do, and we believe in making work feel purposeful and positive.

Flexible, remote working, we are a fully remote organisation, with in-person meetings every other month to stay connected and collaborative.