

THE ULTIMATE EXPERIENCE AGENCY

House of Make, First Floor, Bollin House
Bollin Walk, Wilmslow, Cheshire, SK9 1DP

0161 478 2500

info@makeevents.co.uk

www.makeevents.co.uk

Registered in England 09433804



Job Title: Talent and People Manager – Part time role
Reporting to: Commercial Director

Make Events

We're obsessed with taking your brand seriously. At Make Events, anything is possible.

We don't just make events. We create an elevated experience.

An event that engages. Communicates. Entertains. We're always there. Obsessed. Not a supplier. A partner.

We make it happen. Something not right? We'll pivot. Something bang on? We'll level up.

With everything we do, we activate your brand throughout. We are The Ultimate Experience Agency.

Outline of the role

To look after the people side of the company through L&D, paperwork and culture. To own the recruitment process and ensure ideal candidates are being placed in available roles who will uphold the culture and values of the company.

Main Responsibilities

- Oversee Talent Management across the business including talent strategy & review, succession planning, budgets, and internal & external branding
- Sourcing, assessing, and driving the selection of talent to support business needs
- Creatively source, lead and screens candidates to develop pools of talent
- Create a positive candidate and hiring manager experience
- Management of personal development plans
- Prescreening, interviewing, and making offers
- Enhance the induction and onboarding process
- Develop, deliver and drive an L&D strategy to align with leadership and company strategy & goals
- Ensure L&D positively influences improved performance across the organisation, equipping people with skills to drive competitive advantage and value
- Further embed learning culture across the organisation
- Responsibility for colleague engagement across the business including surveys, hosting internal events
- Develop well being offering
- Ensure consistency across the organisation on all people and culture practices
- Liaise with Citation on any legal queries

This list is not exhaustive and you will be required to undertake other duties as directed by your manager.

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Requirements

- Three or more years of experience in a similar role.
- Organisational skills
- Communication skills - effective written and verbal communication are essential in this role
- Excellent attention to detail
- Time Management skills – this role will require exceptional management of multiple tasks and ever changing circumstances.
- Initiative and Ownership – this role will need you to self manage and own all elements of the job without management.
- Ability to communicate with the team in a positive manner to problem solve under pressurised circumstances and create desired outcomes.
- Discretion and confidentiality – is of the upmost importance and the ability to deal with sensitive and confidential information in a trustworthy manner.
- Ability to work under pressure and within a fast-paced environment

Make Events Culture

- Think about Make Events brand values and apply this to everything you do:
- Anything is Possible
- Seriously Obsessed
- Level Up
- The Ultimate Experience
- Support the company vision – to be the go-to event partner for any event
- Take responsibility for your own learning and development, maintaining and improving knowledge

General

- Current driving licence.
- Ability to travel around the UK & overseas.
- Flexible approach to working hours.
- Comply with the company code of conduct at all times.
- Ability to work as part of a diverse team with colleagues from different viewpoints, cultures and countries.

Benefits

- 25 days holiday plus bank holidays (pro rata)
- Extra day's holiday on your birthday
- Included Christmas holidays when the office is shut over the festive period.
- Option to buy additional holidays (up to 5 days per year)
- Statutory Pension
- Discounts with various hotel groups for personal use

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- Education and training – monthly job and industry training
- Profit related team bonus
- Anything is Possible Personal Development Plan
- Medi Cash Benefit

Please email applications to houseofmake@makeevents.co.uk