



Job Title: Talent Development Assistant (Degree Apprentice)

Number of Roles: 1

Location: 190 Holborn, London (with summer placements overseas)

Application closing date: Sunday 19th August 2018

Interview date: (tbc)

Overview

We are hiring for a Talent Development Assistant to join our Talent and Business Development team at Pearson College London. As a degree apprentice you'll be paid an annual salary, gain 3 years professional experience, study a BA (Hons) Business Management degree at Pearson Business School and have your tuition fees paid in full. This is a rare and exciting opportunity to get into the world of work, earn money and gain a degree!

About Pearson

At Pearson, we're committed to a world that's always learning and to our talented team who makes it all possible. From bringing lectures vividly to life to turning textbooks into laptop lessons, we are always re-examining the way people learn best, whether it's one child in our own backyard or an education community across the globe. We are bold thinkers and standout innovators who motivate each other to explore new frontiers in an environment that supports and inspires us to always be better. By pushing the boundaries of technology — and each other to surpass these boundaries — we create seeds of learning that become the catalyst for the world's innovations, personal and global, large and small.

About Pearson College London

Our mission is clear: to become the UK's leading university for in-depth industry engagement. Our academic schools are united by our mantra "designed, developed, delivered by industry" and we ensure our students graduate industry ready, as their career starts from day one. We're part of Pearson Plc, the world's largest education company. Pearson has over 30,000 staff worldwide and this role is based in their offices in London. Pearson is committed to a world that's always learning and to its talented team who makes it all possible.

About the team

This role sits within the Talent and Business Development department at Pearson College London. This team focuses on developing the employability skills of students and alumni of the College and building bridges with the external business community to provide opportunities for collaborative engagement. We're a driven, creative, supportive and fun group of people.

We put our stakeholders, our students, alumni and industry partners at the heart of our work. As a growing organisation, we work in a fast paced environment but one where we nurture talent, share ideas and work collaboratively. Company fit is important to us and we're looking for candidates that are imaginative, brave and keen to learn.

About the role

Location and work / study pattern

The successful candidate will typically work at Pearson College London for four days of the week and study a BA (Hons) Business Management degree every Friday. Each summer, you will undertake an overseas placement where you will work in a different Pearson facility, albeit with the same work / study pattern. As a degree apprentice you'll be paid an annual salary and have your tuition fees paid in full. You will not be required to work on your study day and you will also have some additional time within working days to concentrate on your studies. The skills and knowledge you learn within the degree will be applicable to your role and you will be able to base some of your projects on your role.

As an important member of a small team in a dynamic, fast-paced environment, you will need to be highly flexible and agile, though tasks central to the role include the following:

Managing communications

- Design, development and management of communications with all of our key stakeholders, including students, alumni, industry and academic partners, in liaison with the Deputy Vice Principal (Talent Development) and the Head of Alumni.
- Ensuring an effective communications strategy is designed, developed and implemented for the Graduate Outcomes Survey, in liaison with the aforementioned members of the team.
- Ensuring internship and job opportunities are communicated effectively with students and graduates and that success stories are shared with the marketing team to generate positive collateral.

Events planning

- Designing and developing a programme of talent development events in partnership with the Deputy Vice Principal (Talent Development) and co-ordination of these events to ensure they run smoothly.
- Supporting the Deputy Vice Principal (Talent Development) in the design and delivery of talent development events in liaison with internal and external stakeholders.
- Undertaking regular evaluation of all communications and events related to alumni and talent development and providing recommendations on improvements to the relevant members of the team.

Data management and stakeholder engagement

- Management of data in relation to talent development and industry partners.
- A detailed knowledge and understanding of the GDPR will be required to perform this role effectively, and will be developed in the role.
- Ongoing liaison and relationship management with key external stakeholders such as industry partners.
- Similarly, strong interpersonal skills enabling effective communication to a variety of different audiences will be developed through performance of this role and will be essential to its effective discharge.

What you will gain from undertaking a Degree Apprenticeship with us

- Work in a world leading education company (Pearson Plc) and be part of an ambitious and growing higher education institution (Pearson College London)
- Develop events management skills and presentation skills by working on a range of projects

- Study an honours degree in Business Management at Pearson Business School and graduate with a degree which is validated by The University of Kent
- Have your tuition fees paid in full by Pearson and graduate with zero student debt
- Graduate with Chartered Manager status
- Be paid an annual salary of £19,890

Who are we looking for?

You'll have the following skills and qualities:

- Eligible to study in the UK
- Aged 18 and over at start of the programme;
- An interest in events, marketing, communications and/or customer service
- Excellent communication skills
- A willingness to learn new skills
- Good organisational skills and ability to work to deadlines
- A flexible approach
- IT Literacy
- Commitment to completing the degree apprenticeship. You must demonstrate the determination to balance the commitment required by this role alongside the study necessary to complete the degree over 3 years

You don't need to have any prior experience in talent development, although we do like to work with people who have a genuine interest in higher education.

Degree apprenticeships are a unique opportunity and we encourage applications from a wide range of backgrounds. Whether you've already got experience and would love the opportunity to work and study a degree, or if you're new to the working world but are keen to learn. If you have the right attitude and interests we'd love to hear from you.

More great things about working here....

We'll expect a lot and we know you'll do great work, so we give a lot back with some of the best benefits in the business. We know that one size doesn't fit all so our workplace programmes meet the different needs of our diverse teams, and their families too. There is a range of options, too many to list here, but when you join you can expect:

- A starting holiday of 25 days increasing to 30, with options to flex up or down
- An annual incentive plan
- Generous pension scheme - contributions are double matched by Pearson
- Stock purchase options
- Health plans, and an employee assistance programme for you and your family, to help balance work, family and personal life

Making an impact is easy at Pearson. Get involved in our I Made an impACT campaign by volunteering, giving and sharing, or sign up to an event in our Diversity & Inclusion calendar, and check out one of our many Wellbeing at Work initiatives. Just like learning, working here can provide discovery, challenge, inspiration and wonder. If we sound like a good match for you, or maybe for a friend, we'd love to receive an application.

Contact us

If you have any questions about these roles please contact info@pearsoncollegelondon.ac.uk or call 0203 441 1303