

# Consultant - Talent

## Candidate Briefing Document

# 2into3

Transforming Social Impact

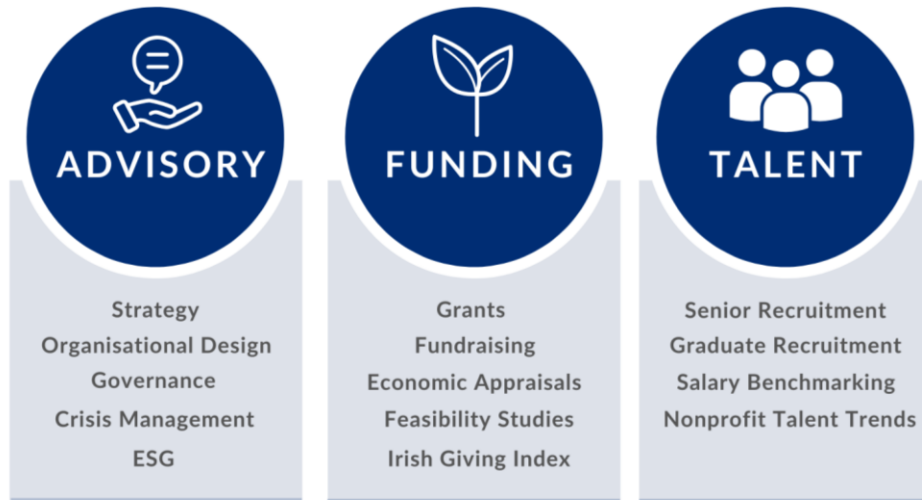


# ABOUT 2INTO3

At 2into3 we work to build the capacity of mission-driven organisations, enabling them to have a transformative social impact.

We are passionate about supporting people and organisations to have a greater impact in the community, whether they are a charity, sporting organisation, government body, social enterprise, philanthropist or private company.

With offices in Dublin, Newry, Cork and Galway, 2into3 works across the entire island of Ireland and has a proven track record with over 360 clients availing of its services.



You can read more about 2into3 and our services on our website: [2into3.com](https://2into3.com)

## MISSION

Build the capacity of organisations to have a transformative social impact.

## VISION

Enabling a world where the social economy meets the needs of its people.

## WHAT DO WE MEAN BY SOCIAL ECONOMY?

By social economy we refer to all organisations who strive to have a public purpose and social impact. They are built on the principle that people come first and profits are reinvested into the organisation to further its mission.

## HOW WE ENABLE TRANSFORMATIVE SOCIAL IMPACT

Through our work we help our clients achieve greater social impact. To date this impact has been delivered by more effective fundraising, ambitious yet achievable strategic plans, organisational structures that are fit for purpose, optimal funding is used, placing motivated people in the right roles or ensuring the correct governance measures are in place, to name but a few outcomes.

## OUR SERVICES

- **Talent Services** (including Executive Recruitment and Salary Benchmarking)
- **Advisory Services** (including Strategic Planning, Governance and Organisation Reviews and ESG)
- **Funding Services** (including Fundraising Strategy, Grants and Partnerships)
- **Insights** (including Fundraising Trends and Metrics)

# CONTEXT FOR APPOINTMENT

2into3 are seeking to appoint a ‘Consultant – Talent’ to lead on the delivery of senior recruitment assignments, secure new business and contribute to the ongoing development of the Talent team and service offering.

This is an exciting and unique opportunity to work directly with mission-driven organisations, make a tangible impact by strengthening leadership across the nonprofit sector and contribute to positive social change by placing exceptional candidates in senior roles.



# THE POSITION

<b>Title</b>	Consultant - Talent
<b>Reporting to</b>	Head of Talent Services
<b>Hours</b>	Full-Time (09:00 – 17:30, Monday – Friday)
<b>Place of Work</b>	Huckletree in The Academy, 42 Pearse St, Dublin D02 YX88 (with hybrid working arrangements)
<b>Remuneration</b>	€37,500 base per annum
<b>Contract Type</b>	Permanent, full-time; subject to probationary period

# ROLE SUMMARY

The purpose of the role is to sustain the 2into3 talent team’s position as a leading executive recruitment partner in the nonprofit sector. This will be achieved through delivering senior level recruitment assignments, predominantly CEO, Executive Director and Head of Function roles across a range of areas/sectors for 2into3’s clients.

The Consultant will manage the end-to-end recruitment process for assignments, ensuring they are consistently delivered in a timely, efficient and professional manner and proactively seek and securing new business opportunities, both from existing 2into3 clients and prospective clients.

## Assignment Delivery

- Consult and advise clients on resourcing needs and make recommendations on job titles, role functions, remuneration levels and advertising strategies for roles and work with the client to draft and agree job descriptions, candidate briefing documents and advertisement copy.
- Manage the end-to-end recruitment process for projects using 2into3's templates and processes.
- Develop the candidate database for each assignment to agreed targets, both through active advertisement and promotion of the role, as well as conducting full executive searches, sourcing candidates using tools such as LinkedIn Recruiter.
- Ensure a positive candidate and client experience throughout the recruitment process, responding to queries in a timely manner.
- Arrange and conduct a two-stage screening process (by phone and screening interview) to assess the suitability of each candidate.
- Manage each client relationship for the duration of a given assignment - providing weekly updates and responding to queries as they arise.

## Sample Previous Clients - Talent





## Assignment Delivery (Contd.)

- Prepare and present a list of suitable / potentially suitable candidates (as well as the rationale for each) to the client at the end of the interview stage of each assignment.
- Arrange, moderate, and facilitate the panel interview stage of each assignment with both the candidate and clients, to allow for the client to meet with and assess each agreed candidate directly.
- Follow up fully with all applicants, including declining unsuitable candidates, providing timely and constructive feedback.
- Manage the offer and acceptance process, including the completion of reference checks for preferred candidates and supporting the client, where required, on the onboarding process.
- Complete and maintain detailed and accurate database records for all client and candidate interaction, recording and maintaining accurate statistics related to each recruitment campaign undertaken.
- Provide the client and the Head of Talent Services with regular progress reports, liaising with all decision makers as required throughout.

## 2into3 Partners



Stronger Charities.  
Stronger Communities.



Chartered  
Institute of  
Housing  
Ireland



SPORTFOR  
BUSINESS



**Carmichael.**

## Business Development

- Meet annual revenue targets for recruitment sales (both individual and team) by securing new recruitment assignments from existing and prospective clients to ensure a continuous pipeline is in place.
- Research prospective clients and assignments, attend prospective client briefing meetings with the Head of Talent Services and assist in the defining of role requirements and the creation of recruitment proposals.
- Manage the relationship with clients of strategic value with a view to securing further assignments and fostering recruitment partnerships with organisations and negotiate and agree appropriate fees with clients for recruitment assignments.
- Keep abreast of business development opportunities including requests for tender and Multi-Party framework agreements.
- Help to maintain 2into3's place as the leading recruiter of management level talent for the nonprofit sector in Ireland by feeding into our talent team's strategy.
- Track senior recruitment activity in the sector with a view to identifying opportunities and sharing sector insights.
- Support with marketing including pitching and writing communications pieces, identifying and leveraging marketing opportunities, and networking.



## Supporting the Talent Practice

- Compile and maintain a fully accurate database of all candidates and client interactions in a confidential and professional manner using tools such as Salesforce and LinkedIn Recruiter.
- Contribute to the continuous development of all systems, processes and resources to support the Talent Services practice.
- Foster and maintain relationships with experienced candidates searching for new opportunities within the nonprofit sector to develop 2into3's database of available candidates.
- Support the Head of Talent Services with onboarding and training new members of the team.
- Support the Head of Talent Services and the Marketing and Communications Manager in developing a marketing content calendar for 2into3's talent service.
- Maintain awareness and advise on trends/best practices within recruitment and on developments in the talent management landscape in Ireland and internationally; prepare and present proposals, reports, and research papers to the team.
- Act in accordance with the ethos of 2into3's mission and values and participate in organisational development and annual strategic planning with wider 2into3 team.
- Participate as a full member of the team and contribute to all meetings and team development sessions.

*These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. You may from time to time have to undertake any other duties commensurate with the post, as designated by your line manager.*





# PERSON PROFILE

2into3 is seeking a motivated recruiter with strong relationship building skills, a commitment to ensuring a positive candidate experience and an aptitude for business development.

The role requires a driven individual with a strong interest in the nonprofit sector and experience leading end-to-end recruitment.

The role also requires the ability to both work as part of a team whilst also independently managing a pipeline of assignments..



# CORE COMPETENCIES AND SKILLS

Core Criteria	Essential
Track record of achievement in Human Resources Management, ideally in a Recruitment role.	✓
Third level qualification and evidence of continuous professional development, ideally in HR or a related field.	✓
Project Management: highly organised and comfortable with managing all aspects of the recruitment process with the ability to work independently, prioritise responsibilities with minimum supervision, and manage a range of concurrently active assignments.	✓
Communication: Exceptional interpersonal and communication skills (oral, written, listening with a strong attention to detail).	✓
Stakeholder Engagement: Ability to manage relationships at a senior stakeholder level with both clients and candidates.	✓
Teamwork: Strong commitment to teamwork with the ability to work in a collaborative manner in a small team environment and an ability to take ownership of work.	✓
Business Development: Proven track record and a commitment to achieving team and individual targets.	✓
Excellent IT skills, particularly MS Office (e.g. Word, Excel, Outlook) and recruitment specific tools such as ATS management and/or LinkedIn Recruiter.	✓
High degree of motivation, initiative, flexibility and creativity.	✓
Strong passion for the work that 2into3 and its clients do and a demonstrable understanding of the nonprofit sector.	✓
Full Permission to work in Ireland.	✓

*If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.*



## Remuneration

A base salary of €37,500 per annum is offered for this position, plus a performance-related bonus.

### Non-Pay Benefits include:

- 23 days annual leave
- Hybrid working option
- Pension
- Career progression opportunities
- Bike to Work Scheme
- Tax Saver travel
- Opportunity to attend sector events to build your network



## APPLICATION PROCESS

Recruitment for this role is being managed exclusively by 2into3.

If you are a determined leader looking to take on an impactful and rewarding role, please send your CV and cover letter to **Aoibh O'Shea, Coordinator - Talent, 2into3.**

The closing date for applications is **Sunday 20<sup>th</sup> July.**

All enquiries regarding the role will be held in strictest confidence.

- **E-mail** [aoibh.oshea@2into3.com](mailto:aoibh.oshea@2into3.com)
- **Mobile** (086) 013 1561
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** [www.2into3.com](http://www.2into3.com)

*2into3 is an equal opportunities employer who believe that diversity is a strength in the workplace. We therefore welcome applications from suitably qualified candidates from all sections of society, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.*

*We endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.*