

RECRUITMENT MANAGER

TERMS OF REFERENCE

Position Summary: The Recruitment Manager plays an important role in Teach for the Philippines by sourcing, selecting, and engaging a network of Fellow Candidates who will create positive and lasting impact in our school communities and public education system through the Fellowship Program.

How does the job fit within the organization? The Recruitment Manager is a member of the Fellowship Program Team (FPT). FPT performs two primary functions in the organization: (1) They recruit high-potential candidates to become effective Teacher Fellows, and (2) They develop and manage high-performing Fellows to become impactful and engaged Alumni. The Recruitment Manager works with other members of the Fellowship Recruitment Team (FRT) to design, develop, implement, and evaluate activities that will enable TFP to recruit the right applicants to the Fellowship Program. The Recruitment Manager works systematically and collaboratively with other function teams to understand the expectations from Teacher Fellows and bridges this knowledge with the pool of talent that is available in the job market.

What is the job's purpose? The Recruitment Manager works with the Fellowship Recruitment Team (FRT) to meet annual recruitment targets. He/she does this by leading the execution of activities aligned with the function's strategy to recruit, select, and engage university graduates and young professionals for the Fellowship Program. Without an effective Recruitment Manager, the organization would not be able to hire the right talent to help achieve its vision for education reform.

What position does this job report to? This role reports to the Fellowship Program Director.

What is the span of control of the role? At Teach for the Philippines, people are hired for their unique strengths and, given the right context, are trusted to lead. Managers are expected to think critically and independently, make informed decisions, and take full ownership of their responsibilities. This includes delivering **complete staff work** i.e. providing their managers with thoroughly analyzed, well-reasoned recommendations and implementation plans that require only approval or refinement, not rework.

While Managers operate within the goals and structure of their team and the organization, they are also given the freedom to shape how their work is done and are expected to communicate proactively. The span of control for this role typically involves managing one's own portfolio of tasks, projects, or relationships, with accountability for outputs that contribute directly to team and organizational outcomes. Depending on the assignment, Managers may also coordinate with peers, consultants, or project-based staff, but they do not directly supervise full-time team members.

What does success in this role look like? An excellent Recruitment Manager is able to lead the team in meeting candidate pipeline targets and annual recruitment targets. These pipeline targets are determined by the function, under the guidance of the Fellowship Program Director. These are:

- Number of Completed Applications
- Number of Summer Institute Offers Extended
- Number of Summer Institute Offers Accepted
- Number of Summer Institute Attendees
- Number of Teacher Fellows Inducted

The Recruitment Manager is expected to be adept and confident in using data to draw relevant insights on participant quality and to make timely and impactful decisions that will continuously improve the recruitment process.

TEACH FOR THE PHILIPPINES, INC.

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What are the main challenges facing this role? The main challenges are two-fold:

- **First, the nature of Recruitment work is fast-paced, target-driven, and iterative.** The Recruitment Team works toward the attainment of annual recruitment targets for the Fellowship Program. This requires (a) the ability to assess individual and collective efforts against set targets; (b) the willingness and ability to pivot plans as needed; and (c) a deep understanding of recruitment strategy to make immediate decisions. No recruitment cycle looks the same, so the Recruitment Manager must be agile and quick-thinking to ensure consistency and effectiveness in hitting targets each year, despite shifting contexts and constraints.
- **Second, Recruitment work is candidate-focused.** The Recruitment team is committed to cultivating commitment to the program by providing relevant information that helps candidates make informed decisions to join the program. Oftentimes, this involves (a) listening to candidates' questions and concerns; (b) identifying root causes of candidates' challenges; (c) providing recommendations to help address candidates' challenges; and (d) from time to time, facilitating honest conversations with candidates and their support network.

What is included in operating effectively? Avoiding any professional or personal action or activity which may result in economic loss, legal action against, or social embarrassment to the Organization. Avoidable economic loss, such as missing a flight, negligence, or missing a required event for reasons in violation of Section 11.15, Employee Handbook, Missing Required Events, may require you to reimburse the organization in our effort to work responsibly with donated funds.

RESPONSIBILITIES	QUALIFICATIONS
General Responsibilities • Develop a deep understanding and commitment to TFP's Vision, Mission, and Core Values • Collaborate closely with the Fellowship Program Team and the Senior Leadership Team to understand the requirements for the Fellowship Program • Become familiar with TFP's Employee Handbook, especially the Code of Conduct, Child Protection Policy, and Emergency Protocol • Stay a step ahead of movements in trends in recruitment, in coordination with the Human Resources Team • Ensure a harmonious, productive working relationship with potential applicants, Fellow Candidates, other staff members, and public and private partners. Specific Responsibilities <u>Recruitment (30%)</u> • Lead the execution of activities to generate target number of Completed Applications; this includes, but is not limited to, ○ Information sessions ○ Career fair participation ○ Speaking engagements ○ Online campaigns ○ Job platform postings • Oversee calls with candidates to cultivate commitment	Background and Experience • Filipino citizenship and/or Alien Employment Permit allowing a foreign national to be employed in the Philippines • Bachelor's degree required, preferably in Human Resources or Marketing • Experience in implementing recruitment events and activities is a plus • Excellent English skills, oral and written is required • Strong Filipino skills, oral and written is required • Proficiency in other Philippine languages is an advantage Skill Competencies • Customer-orientation. Listens to uncover candidates' motivations and concerns. Uses an understanding of motivations and concerns to offer support where needed.

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to the programs and ensure timely completion of applications • Lead the team to address candidates' application concerns <u>Selection & Matriculation (30%)</u> • Lead the execution of activities to identify eligible candidates who are fit for the program based on Teach for the Philippines' Selection Criteria; this includes, but is not limited to, ◦ Online application review ◦ Administering third-party assessments ◦ Setting up and leading assessment centers ◦ Setting up interviews • Oversee calls with candidates to provide timely updates on application status • Address candidates' concerns and/or questions about the selection process • Lead the execution of activities to deepen candidates' understanding of and commitment to the program; this includes, but is not limited to, ◦ Matching candidates with Fellows and Alumni for mentorship opportunities ◦ Setting up school community immersions ◦ Conducting check-in calls ◦ Setting up the annual welcome event • Lead the execution of activities for candidates' support network (family, spouse, guardian, etc.) to deepen the understanding of and support for the program; this includes, but is not limited to, calls and webinars. <u>Specialization (10%)</u> • As determined under the guidance of Director: ◦ Fresh graduate and young professional recruitment ◦ Selection data and process management ◦ Matriculation data and process management <u>People Development (20%)</u> • Provide support to other functions for event execution, stakeholder engagement, and cross-functional alignment projects • Work with the Director, HR, and other relevant functions to train Associates within the Fellowship Recruitment Team • Work with the Director to build and maintain a highly engaged and high-performing team • Facilitate annual Performance Appraisal and Evaluation for Direct Reports, as applicable • Work with the Director to identify coaching/support plans for Associates	• Planning and Execution. Effectively identifies objectives and appropriate plan of action to meet function team goals. Effectively executes approved plans of action and meets expected outputs/outcomes on time. • Communication Skills. Conveys a clear and concise message that drives people to desired actions. Effectively delivers presentations and facilitates conversations with multiple stakeholders (internal and external). • Decision-making and Problem-solving. Seeks to uncover information needed to make sound decisions. Uncovers insights from historical and new data points to make sound decisions and recommendations. • Self-management and professionalism. Remains professional in different interactions with multiple stakeholders (internal and external). Delivers results timely and under minimal guidance. Manages multiple responsibilities effectively. • Resourcefulness and flexibility. Identifies alternative ways to achieve objectives, esp. when faced with challenges. Pivots/adjusts plans effectively, when needed. • Technical and Administrative. Strong technological skills (including knowledge and familiarity with Zoom and Google Workspace) are required. • Data fluency. Ability to use and analyze data for the purpose of strategic planning and decision-making is required.
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<u>Function Strategy (10%)</u> • Work with the Director to set short- to long-term goals and strategy to meet function team objectives.	Character • Deep commitment to and excellent Ambassador of Teach for the Philippines' Core Values • Open to learning and to the pursuit of excellence • Growth mindset • Empathic and kind • Resilient and open • Professional • Data-oriented and organized • Innovative
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Expectations: Success at Teach for the Philippines requires a willingness to work beyond the job description laid out above. This means that the **Recruitment Manager** may be called to contribute to cross-functional projects, participate in organizational events, assist in policy development, and support other initiatives as needed. The **Recruitment Manager** is also expected to conduct themselves beyond reproach and to adhere to all policies and regulations outlined in the Employee Handbook.

Working Conditions: Regular work hours are from 8:00 AM to 5:00 PM from Mondays to Fridays (may include some holidays and weekends) or as agreed with the Direct Supervisor. Adjustments to start and end times are handled on a case-by-case basis.

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