Job title: Early Careers Specialist

**Core information**

| **Location:** Bracknell / Victoria with blended working | **Profession:** People |
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| **Reports to:** Progression Programmes Manager | |
| **People Management:** No  **Assignment Management:** No | |
| **Partnership Level: Partnership level 7** | **Manager’s Partnership level: Partnership level 6** |
| **Number of direct reports: None** | **Partnership level(s) of direct reports:** **None** |

| **About the John Lewis Partnership**  The Partnership is the UK’s largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.  We aren’t an ordinary business though. The Partnership is different because everyone who works here isn’t just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we’re successful.  Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World. |
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| **Critical purpose of the role**  The Early Careers Specialist focuses on attracting, developing, and retaining emerging talent that aligns with the organisation's future capability needs, thereby building a sustainable talent pipeline, enhancing employer attractiveness, and supporting diversity and innovation.  The role involves collaborating with business leaders and internal stakeholders to identify talent needs and design appropriate early career solutions, as well as supporting the continuous development of internal teams by sharing relevant knowledge and best practices in early careers strategies. |
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| **Primary Outcomes & Accountabilities**  *Act in accordance with the Partnership’s purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.*  *Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Profession.*   * Work in collaboration with Business leads and internal stakeholders to identify talent needs and create solutions through early career pipelines * Support the design and delivery of structured early career programmes such as Graduate schemes, internships, Industrial placements, and direct entry apprenticeships aligned to our Partnership plan. * Support the continuous development and upskilling of internal teams by sharing knowledge, insights, and best practices related to Early Careers strategies and emerging trends * Support the Talent Acquisition team to deliver an outstanding candidate experience through inclusive, engaging and transparent attraction strategies. * Create and support development frameworks, mentorship and coaching pathways for early career cohorts * Act as a point of contact for managers, mentors, and participants within early career programmes. * Maintain strong relationships with external networks such as education institutions, apprenticeship providers and diversity networks * Track and analyse success metrics for early career initiatives (e.g. retention, conversion, performance outcomes) * Provide insights and recommendations to continuously improve programmes and meet strategic objectives | **Measures of success**  **Ownership of personal development and Contribution**  Fulfilment of Early Career hiring targets within agreed timelines  Conversion and retention rates of programme participants into permanent / promoted roles  Positive results on platforms such as Rate My Placement / positive feedback scores from participants and line managers  Increase in applications and hires from underrepresented or target groups  Delivery of programmes within budget and compliance with legal / regulatory requirements  Development and implementation of continuous improvement actions based on data and feedback  **Feedback/evaluation metrics per Programme**  **Retention rates of Partners on programmes**  **Advocacy score of the programmes from participants.**  **Clearly identified increase in capability, talent and skills to meet the learning needs and resource requirements outlined by Learning Consultants**  **Programmes delivered within budget and optimise levy funding (where applicable).**  **Programmes meet all external and internal regulatory requirements as necessary and reputational risk to the Partnership is actively minimised.** |
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| **Skills**   * Project Management and organisational skills * Stakeholder Management and effective communication skills * Passion for developing young talent and supporting inclusive employment * Ability to influence and collaborate effectively across internal lines of business and with external providers. * Data driven mindset with the ability to use insights to drive decision-making * Creativity in designing engaging learning and development experiences * Knowledge of emerging trends in early talent and graduate recruitment |
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| **Qualifications & Experience** | | |
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| Essential   * Proven experience in managing Early Careers programmes, and Cohort management * Strong understanding of apprenticeship standards, frameworks, and accreditation processes * Excellent project management skills, with the ability to manage multiple initiatives simultaneously * Experience of managing recruitment campaigns, events or talent programmes from end-to-end * Understanding of relevant legislation and frameworks eg safeguarding * Exceptional communication and interpersonal skills, with the ability to engage stakeholders at all levels * Proficiency in data analysis and reporting with a focus on continuous improvement | | |
| Desirable   * BA degree in Human Resources, Education, Business or related field. * Knowledge of HR systems and platforms, such as Workday * CIPD * Coaching or mentoring qualifications | | |