

## Job Title: Talent Acquisition and People Development

### Specialist

**Location:** London, UK or Toronto, Canada (Only candidates who are eligible to work legally without work visa sponsorship in the UK or Canada will be considered.)

**Contract Type:** Full-time (40 hours per week), permanent contract

**Hiring Salary:** GBP 63,618 or CAD 108,504 per annum (before taxes, dependant on successful candidate's location)

**Target Start Date:** As soon as possible

**Application Closing Date:** July 5, 2026 23:59 EDT

This job advert is for an existing vacancy.

#### About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 13 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

#### Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid leaves
- Competitive benefits
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

**Application Method:**

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/242477-talent-acquisition-and-people-development-specialist/1100611-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

**As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer.** More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

**Job Description:**

<b>Job Title:</b> Talent Acquisition and People Development Specialist	<b>Grade:</b> 9
<b>Reports to:</b> Chief People and Culture Officer	<b>Location:</b> HQ
<b>Direct reports:</b> None	<b>Department:</b> People and Culture

**1- Purpose:**

The Talent Acquisition and People Development Specialist is responsible for managing, improving and providing direction on Right To Play's global recruitment, selection, and people development processes and initiatives to ultimately help build our reputation as an employer of choice for talented individuals pursuing careers with purpose.

## **2- Accountability & Responsibilities:**

### **Recruitment Strategy Lead - 35%**

- Advise on candidate assessments, interview strategies and other steps in the recruitment process to ensure candidates skills and experience are fully assessed and internal candidates are given opportunities for professional advancement.
- Lead the enhancement of recruitment strategies to meet unit and organizational goals.
- Responsible directly for full-cycle recruitment in HQs, Indigenous Programs, National Offices and selected roles in Country Offices as required.
- Provide guidance and support to the Global People & Culture (P&C) and the Global Leadership Team (GLT) team to tailor best practice to local context, maintaining consistency, transparency and safeguarded recruitment processes: define selection criteria, develop hiring profiles, source top talent through diverse channels.

### **Talent Acquisition and Employer brand - 20%**

- Design and manage global talent acquisition strategy including recruitment and selection processes, sourcing strategies
- Serve as the primary administrator for Applicant Tracking System (ATS) and drive enhancements to system functionality and user experience.
- Develop innovative strategies to enhance employer branding in collaboration with key stakeholders such as Marketing & Communications, P&C Global Collogues and Unit Leads.
- Forecast future recruitment demands, gather- data, conduct- analysis and provide- reports to Leadership and the Board on talent acquisition initiatives and key metrics.
- Collaborate with internal departments to align recruitment needs with strategic planning and support the execution of Right To Play's the Strategic Workforce Planning.

### **Onboarding - 10%**

- Oversee RTP onboarding process across multiple locations and manages onboarding for HQs ensuring a consistent and positive experience for all new hires.
- Collaborate with local teams to align onboarding practices with organizational standards, including mandatory training and policy acknowledgement while adapting to regional needs, to create a seamless and engaging experience for new employees.

### **Learning and Development - 35%**

- Coordinate the development and implementation of RTP Annual Learning and Development Agenda in collaboration with P&C Team, functions leads and external providers.
- Support people managers in determining training needs of their teams for HQs, IP and NOs;
- Serve as the primary administrator for Learning Management System (LMS), optimize system functionality and user experience; and support departmental leads update their material and fully utilize this tool.

- Coordinate the global training activities offered to all staff including the learning week
- Coordinate talent mapping for the SMT and Specialist roles at CO level working closely with the CDs & ET.

**Perform other duties as assigned**

**3- Scope (geographical and/or functional), Impact and Autonomy**

Leads on attraction, recruitment and L&D across RTP. Provides direct recruitment support to HQs and NOs. Provides support and guidance to Global P&C staff on recruitment and learning and development. Identifies and manages potential risks within the recruitment process, ensuring timely escalation to the CPCO when necessary.

**4- Leadership and Staff management**

Provides recruitment advice and support to the Global P&C Team, unit leads, hiring managers on recruitment and L&D.

**5- Information requirement for decision-making**

Gathers information from leadership and hiring managers to ensure recruitment strategies are relevant and aligned with unit and organizations goals. Most information is available through internal resources. Analyzes relevant recruitment and L&D trends, market conditions and insights to support informed decision-making throughout the recruitment process and L&D activities across the full organization.

**6- Innovation and Improvements**

Proactively gathers market intelligence from across the INGO sector and beyond, to gain a competitive edge in sourcing, assessing, attracting and developing RTP workforce. Integrates improvements into relevant policies and practice.

**7- Relationships & Communications: Internal / External**

Internal – Unit leads, hiring managers, HQ P&C and Global P&C Team members, internal candidates

External – Candidates, recruitment firms, vendors, L&D consultants and professional networks

**8- Expertise (Certifications / Education, Professional Experience)**

- Bachelor's degree in human resources management, talent management or similar.
- Excellent understanding of and experience in full cycle recruitment processes and adult learning methodologies and channels.
- 6 years experience as a Talent Acquisition and People's development management in a multi-country organization, including managing a portfolio of countries.
- Well networked with direct experience recruiting internationally in at least 3 of the following: Africa, Americas, Asia, Europe, and/or Middle East

- Advanced knowledge and hands of experience of effective hiring platforms and learning management systems such as Applicant Tracking System (ATS) and Learning Management System (LMS).
- Experience in relationship building, collaboration and stakeholder engagement with diverse stakeholders to create awareness of the organization's brand.
- Fluency in spoken and written English.
- Fluency in additional languages such as Arabic and French is an asset.

## 9- Core Competences

- **Collaboration:** Flexible, and integrity-driven approach to building trusted cross-functional partnerships. Ability to exercise discretion and confidentiality while maintaining employee and RTP interests at heart.
- **Growth Mindset:** Drives continuous learning and innovation by anticipating issues, adapting solutions and exploring emerging trends. Fosters a culture of improvement.
- **Resilience:** Highly driven, independent and resourceful. Capable of problem-solving, achieving quality results, and able to multitask and prioritize daily workload while meeting deadlines.
- **Professionalism:** Demonstrate integrity, discretion, and while modeling ethical behaviour.
- **Management and Interpersonal Skills:** Exceptional communicator with an unmatched ability to coach diverse teams, and support senior leaders

## 10- Additional Information

This role requires flexibility to work outside standard business hours to collaborate effectively with global teams from multiple time zones.