

Job title: Senior Manager, Hiring Projects, Spain
Reports to: Country Director, Spain
Based in: Spain (remote), Madrid or Barcelona preferred

Please note that full fluency in Spanish & English, as well as extensive Talent Acquisition experience in multinational companies in Spain is essential for this role.

To apply, please send your resume and cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will contact you to schedule a discussion.

About the Tent Partnership for Refugees and Tent España:

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilise the world's largest employers to help refugees access local labour markets. Tent España, the national coalition of the Tent Partnership for Refugees, is a network of over 50 major companies that are committed to hiring refugees across the country and helping them become job-ready. In addition to Spain, Tent operates in a dozen countries across the Americas and Europe. Find out more at www.tent.org.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with expertise in talent acquisition, relationship building, and project management to join our expanding team. Hiring Enablement Senior Manager will split their time equally between supporting Tent Spain companies in their refugee hiring efforts and a new global refugee hiring enablement workstream.

This role will work closely with existing member companies in Tent Spain to help them hire refugees in the country. This individual will gain a deep understanding of the diverse refugee hiring needs of dozens of major companies; build strategic connections between these companies and refugee facing organisations; and actively drive the hands-on execution of refugee hiring projects.

In their global capacity, this position will play a key role in enhancing Tent's ability to support companies in hiring refugees at scale across other markets. This includes developing operational guidance; creating manuals and toolkits; and offering "in-house consulting" to support Country Teams outside of Spain. The role will also involve contributing "surge" capacity

for rapid deployment in priority markets, supporting hiring efforts across Europe and the Americas.

Key responsibilities:

Tent España Responsibilities

Work with companies on refugee hiring programmes

- Take on relationship management of select existing Tent España member companies to steward their refugee hiring efforts and deepen their engagement with Tent España
- Advise companies on the most appropriate structure, locations, and processes to set up successful refugee hiring programmes, encouraging them to start or scale efforts
- Facilitate effective routes to source, recruit, and onboard refugee candidates
- Build strong relationships with and collaborate with refugee-facing organisations (our ‘implementing partners’) to enable the delivery of hiring programmes with Tent member companies
- Advise companies on how to overcome challenges in their refugee hiring efforts, drawing on Tent’s expertise and best practices
- Support information gathering and best practice identification in a range of refugee hiring programmes
- Check-in on company progress and ensure Tent information trackers are up-to-date
- Facilitate select Working Group calls for our member companies
- Develop and conduct select trainings for companies on a range of topics related to refugee hiring and inclusion

Global Talent Acquisition & Refugee Hiring Enablement Responsibilities

Develop guidance to support Tent country team members as they advise companies on refugee recruitment and integration activities

- Create internal operational guides for Tent staff, providing step-by-step instructions on how to support companies in their refugee hiring efforts
- Build in-house consulting capacity to provide targeted support to Tent country teams on complex HR challenges affecting refugee hiring

Provide surge capacity to country teams to address complex TA challenges

- Deliver direct assistance to companies on specific tasks, such as planning, implementing, and tracking the outcomes of hiring projects
- Develop refugee recruitment toolkits for company recruiters, which will enhance Tent’s ability to facilitate hiring pilots and help companies hire at scale in key markets

Mandatory skills/experience:

- Bachelor's degree
- Minimum of 9 years of experience working with multinational companies in Spain, in talent acquisition, recruiting, or human resources
- Complete fluency in Spanish and English mandatory
- Excellent written and verbal communication skills, including strong presentation skills
- Excellent planning, prioritisation and organisational skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and DEI teams

Desired skills/experience:

- Knowledge of policy issues affecting refugees in the Spain is helpful, but not essential
- Experience with public affairs
- Experience with NGOs

Desired qualities:

- A highly organized individual, capable of designing initiatives, managing shifting priorities and making strategic decisions
- An innovative thinker, with a track record of translating ideas into action plans
- Comfortable in a fast-paced role in a relatively small, ambitious, and growing organization (with the opportunities and challenges that come with that)
- A positive, energetic, and collaborative mindset
- A quick learner, able to get up to speed quickly on new topics
- Openness to feedback
- Willingness to roll up your sleeves and tackle new challenges
- Ability to travel within Spain, and on occasion, outside of the country

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.