

**Job title:** Specialist, Hiring Enablement, Spain

**Reports to:** Director, Tent España

**Based in:** Madrid metropolitan area

**Work setting:** Hybrid

***To apply, please send the English version of your CV and cover letter to [careers@tent.org](mailto:careers@tent.org). If your background aligns with our needs, a member of our team will be in touch.***

\*\*\*

### **About Tent Partnership for Refugees and Tent España:**

With more and more refugees displaced around the world for longer periods of time, businesses play a critical role in helping refugees integrate economically in their new communities. The Tent Partnership for Refugees was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilise leading businesses to help connect refugees to work. Today, Tent is a global network of over 500 major companies committed to hiring, training, and mentoring refugees. In 2024, Tent was selected for the [TIME100 Most Influential Companies](#) list.

Tent España, the national coalition of Tent Partnership for Refugees, is a network of over 60 of the largest employers in Spain that are committed to hiring refugees across the country and helping them become job-ready. Operating from our Madrid office, we equip businesses with the tools and expertise needed to advance refugee inclusion in the workplace. Find out more at [www.tent.org/spain](http://www.tent.org/spain).

### **About the role:**

Tent is looking for a highly motivated, operational, and analytical professional with expertise in talent acquisition, partnerships, and project management to join our expanding team in Spain. The Hiring Enablement Specialist will work closely with NGOs, diaspora organizations, and other key stakeholders to support refugee hiring. This individual will gain a deep understanding of the diverse refugee hiring needs of dozens of major companies, and actively drive the hands-on execution of refugee hiring projects. This role will be responsible for giving support to hiring initiatives in Spain including: in-person hiring events, job fairs, virtual info sessions, professional training, as well as the refugee sourcing and interaction with candidates and NGOs. In-depth knowledge of the Spanish labour market, migration situation, and inclusive hiring and onboarding techniques is highly desirable.

### **Key responsibilities:**

#### **Community Outreach & NGO Partnerships Management**

- Research and engage new organizations, communities, and networks that can help increase access to refugee talent and support the implementation of refugee employment projects.
- Build and maintain relationships with key civil society partners and institutional stakeholders, e.g., NGOs, refugee-serving organizations, local governments, diaspora groups, and/or grassroots/community organizations.

- Meet regularly with partners to identify opportunities and expand refugee talent pipelines.
- Actively participate in refugee community groups to drive awareness of Tent and our services.
- Conduct refugee outreach through various communication channels, such as email, phone, messaging apps, and social media platforms.
- Track community outreach activities and provide insights to improve program outcomes.

#### Refugee Talent Sourcing & Hiring

- Identify and engage refugee talent through NGOs, refugee-serving organizations, municipalities and local governments, public employment services, diaspora groups, referrals, events, online communities, social media, and other sourcing channels.
- Test new refugee outreach strategies and recommend creative approaches to increase candidate engagement and grow the talent pool.
- Share relevant job opportunities with refugee candidates and maintain regular communication throughout their journey.
- Support candidates with registration and participation in hiring events, workshops, and training.
- Screen candidates against job requirements to ensure they meet the role's eligibility criteria.
- Maintain candidate records internally (including ATS), ensuring records are accurate, complete, and up to date.

#### Events & Research

- Support the planning and execution of virtual and in-person hiring and engagement events, including job fairs, workshops, and training sessions with refugees.
- Directly engage with refugees through in-person events to assist them with securing employment in Spain.
- Monitor news relevant to Tent's mission and track key political developments related to the refugee & migrants situation in Spain.
- Create communication materials to support external events and stakeholder meetings.

#### **What we are looking for:**

##### Tent Culture:

*At Tent, every team member is guided by five core principles — **DOERS** — that define not just what we do, but how we do it. These principles are the behavioral foundation of our team, and we look for them in everyone who joins us.*

- **Dedicated to Our Mission** — You are genuinely invested in refugee economic integration. You take ownership of your work and go beyond your role when the mission requires it.
- **Obsessed with Impact** — You act with urgency and tenacity, and take personal accountability for results. You don't stop at effort — you care about what actually gets done.
- **Excellent in Execution** — You operate at the highest standards in everything you do. You bring precision and follow-through to your work and hold yourself to a bar that goes beyond what is required.
- **Relentless at Improving** — You proactively identify better ways of working and don't wait to be told to iterate. You are open to feedback and actively seek it.

- **Stronger through Collaboration** — You thrive in team environments, communicate openly, and build trust with colleagues and external partners alike.

Essential Skills / Experience:

- Bachelor's degree
- Complete fluency in both English and Spanish
- 3-5 years of professional experience, ideally in multinational companies or international organizations
- Excellent written communication skills, with the ability to engage effectively with candidates, NGOs, community organizations, and employers
- Confident public speaking and presentation skills to build relationships with a variety of stakeholders, and translating complex ideas into clear messages
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Incredible planning, prioritization and organizational skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Excellent relationship-building skills and ability to establish trust with diverse stakeholders
- Strong research skills and curiosity to identify new sourcing channels, communities, and partnership opportunities
- Passion for social impact and advancing refugee inclusion in the workforce
- Willingness and ability to travel within and outside Spain occasionally

Preferred Skills / Experience:

- Previous experience in talent acquisition – including recruiting and/or sourcing – would be a huge asset
- Knowledge of policy issues affecting migrants and refugees in Spain is helpful, but not essential
- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and DEI teams is helpful
- Proficiency with MS 365, Google Workspace, Sharepoint, and/or Slack is a plus
- Familiarity with customer relationship management tools (e.g., HubSpot) is a plus

---

*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.*