



Associate Talent & Engagement Coordinator

IMI operates an accomplished platform business model of outsourced delivery, whereby the institute uses a broad network of world-class educators to deliver its programmes. This platform model not only means that IMI operates as an organisation without boundaries in terms of its capacity for expertise, it also ensures a fully scalable model for programme delivery whereby capacity to deliver can flex with customer needs as they develop.

The IMI is looking to strengthen and expand its Associate Talent & Engagement team with the recruitment of an Associate Coordinator. The purpose of this role is to support the Associate Talent & Engagement Manager in sourcing, liaising with and maintaining strong business relationships with both potential and existing associates. Core responsibilities will include recruitment, referral management, profile building, onboarding, contracting and documenting of new and existing associates in an appropriate manner.

This role, albeit remote friendly; will require a high degree of on-campus, in-person activity as we strive to build rapport and forge strong relationships with our associates.

About us

Leadership. It's more than a job – it's a mindset. It's the capacity to inspire, empower and create new possibilities.

IMI's mission, and passion, is to equip leaders to build the future. We are world-class specialists in enabling and inspiring leadership performance. We challenge and support leaders to fulfil their ambition - unlocking their potential and giving them the skills to deliver exceptional performance.

We've been shaping world-class executives for over sixty years. Founded by business leaders, for business leaders, in partnership with UCC's expert research faculty, we deliver intensively practical executive education that works in the real world. Our unique global rankings are a testament to our impact.

Any day spent at IMI challenges assumptions, deepens perspective and amplifies ability to lead. Do you have what it takes to work with IMI? Join us on our mission to equip leaders to build the future, and you will shape the future of leadership in Ireland.

IMI. Inspiring Leadership Performance.

Key Responsibilities

(Key responsibilities include, but may not be limited to):

- Responsible for all aspects of contract management; including contract detail/negotiation, queries, drafting, authorisations, digitising and storage.
- Ensure all contract management meets IMI quality assurance standards and adheres to best practice GDPR policy.
- To act as the primary point of contact with Associates and IMI stakeholders in relation to contract management, contract compliance and contract issues.
- Monitors and review contract and agreements, and liaise with CDM, budget holder or SBU signatory to resolve errors or anomalies.
- Act as a point of contact for the Finance Department in the resolution of fees & payment queries.
- Support the organisation in compiling associate reports, data analytics and insights for internal reporting, UCC and accreditation or ranking bodies i.e FT Rankings, AACSB, HEA etc
- Support the Talent & Engagement Team in the delivery of performance management data and reports.
- Assist with the associate profile building, onboarding and documenting of new and existing associates in an appropriate manner.
- Support the recruitment of world-class qualified learning and development specialists, coaches, mentors, guest speakers and programme directors to meet both the current and future requirements of IMI. This will involve searching for, screening, interviewing, and shortlisting candidates to sit on our associate panel.
- Support the Talent & Engagement Manager to build a sense of Associate Community within the IMI.
- Support the development of long-term business relationships with associates on the panel, whilst ensuring that the IMI brand is properly maintained and promoted throughout all activities.
- Support other areas of the business in pre-empting and analysing the needs of the various projects requiring associate deliverers.
- Preparing regular and ongoing communications with associates.
- Assist associates to adhere to quality assurance regulations.
- Participate at events (IMI and external) to facilitate expanding the associate faculty network.
- Work with Associates and IMI stakeholders to resolve finance and payment queries.
- Support the quality audit process in conjunction with all IMI stakeholders to ensure standards are maintained.

Candidate Requirements

- 5 years plus experience in recruitment (sourcing, assessing and interviewing candidates), contracting or community management; or experience in a learning and development role is desirable.
- Degree or Masters' in a Business Discipline is a requirement.
- Superior organisational skills, be self-driven, well-organised, and able to work independently with initiative and a hands-on execution style.
- Strong interpersonal and communication skills will be critical.
- Experience of process implementation or process improvement would be an advantage.
- Experience within the education sector would be preferable.
- Ability to priorities tasks and work to tight deadlines
- Have experience working in teams in a professional environment.
- Demonstrate good technical and modern media skills.
- Excellent administrative skills are a key requirement with a proficiency in the use of the full Microsoft Office suite including Word, PowerPoint, Excel and Outlook.

Please Note that Candidates should have a valid visa/work permit if applicable.

IMI's Values

IMI's Values and Behaviours Framework identifies 6 core Values that we fundamentally believe in as central to our culture, brand and organisational identity.



To ensure IMI recruit the right people to join our team, people who actively reflect our values and culture, we take a competency based approach to interviewing. Candidates called to interview will be asked a series of competency questions to allow them to demonstrate how their knowledge, skills and attitudes align with IMI's values and culture.

How to apply:

All applications must be submitted through IMI's applicant tracking system at:

<https://imi.peoplehr.net/Pages/JobBoard/Opening.aspx?v=af4601dc-5238-42a2-bb8c-6ff513bd20fb>

Closing date for applications is 5pm Wednesday 18th May.

Applications should include:

1. A comprehensive CV giving details of relevant achievements and experience in previous positions as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this position, providing evidence of your ability to match the criteria outlined in the Candidate Requirements.