



## Talent Manager

---

**Luminary is looking for an experienced, motivated, and diligent Talent Manager to build and oversee our talent acquisition processes for our growing multidisciplinary team.**

As a core member of our dynamic, welcoming, and effective Talent Team, you will direct source a portion of our open and upcoming technical and non-technical positions, building talent pools that convert conversations into excellent candidate, brand, and ultimately team member experiences. Simultaneously, you will handle all communications and relationships with recruitment partners. Working alongside our Director of People, the focus of the departments you will recruit for will be based on your experience and skill set, though our expectation will be to provide you with ample growth opportunities to develop and broaden these skill sets further. Alongside talent acquisition, you will also support and implement key HR processes, as well as take full responsibility for the drafting, filing, and maintaining all of our employment contracts and associated processes. This role will be vital in maturing our people processes and increasing efficiency across the People Department.

You will report into our Director of People, with close collaboration with our Co-founder & Chief People Officer. This role is most complementary to a passionate Talent professional who excels in a fast-paced atmosphere, is results driven, and enjoys continuous improvement and implementation of processes and compliance.

Luminary is a fast-paced, early stage start-up company, therefore the ideal candidate will be dynamic, good at managing tight deadlines, have a sharp eye for detail, and have a genuine desire to contribute to the success of Luminary's vision. We are looking for the successful candidate to be diligent, discreet, and someone who thrives in a collaborative and hands-on environment; we are all working together with sleeves rolled up to find and support our talented team to help achieve our mission.

### **What you'll do:**

- Develop, optimise, and implement innovative methods to attract and source top, diverse talent, building and maintaining passive and active talent pools for a portion of our technical and non-technical roles across the business
- Craft thoughtful, informative, and tailored outreach, in line with our employer brand, to send to prospective candidates
- Manage talent acquisition from role kick-off through onboarding (collating/drafting job specs and interview materials, scheduling interviews, leading candidate communications, drafting offers, preparing orientation processes, etc.)
- Manage external recruitment agency relationships
- Manage current internal Talent Dashboard
- Lead the set up--and eventual management of--future Applicant Tracking System
- Bring a data-informed approach to sourcing strategies and recruitment decision making
- Collaborate closely with the Director of People to provide superb candidate and role owner experiences



## Talent Manager

---

- Manage external-facing Talent communication platforms (careers page, LinkedIn, Socials, etc.)
- Be an ambassador for the People Team, both internally and externally, promoting Luminary as a leading employer and supporting our world-class team
- Draft and maintain all employment & consultancy contracts for Luminary
- Maintain up-to-date records for applicable reporting and data needs
- Assist with new starter orientation preparation and onboarding
- Assist with team member exit processes
- Collaborate closely with the wider People Team on larger team initiatives to develop, optimise, and implement innovative methods to engage with and support the team.

### What you'll need:

- Experience as an in-house recruiter or sourcer with volume recruitment
- Working knowledge and experience with Applicant Tracking Systems, social media, candidate platforms, and hiring process workflows
- Experience in a role with administrative responsibility and success
- A strong proactive initiative with demonstrable examples within previous roles
- An absolute attention to detail
- Resilience and the ability to manage competing demands, changing priorities and challenging deadlines with speed and accuracy
- A friendly, helpful, and unflappable disposition
- Excellent communication skills, flawless written English
- An inquisitive mind and demonstrable examples of implementing proactive solutions, especially with regards to sourcing a diverse team
- Fantastic organisational skills with a methodical approach alongside a flexible attitude
- Superb and demonstrable time-management skills and the ability to work independently, at times, under pressure to meet deadlines
- Excellent interpersonal and communication (both written and verbal) skills with the confidence to work effectively with employees and stakeholders at all levels
- Credible generalist HR experience gained from delivering results within a dynamic, collaborative and inclusive environment
- An interest in sharing and receiving knowledge and feedback to grow the collective understanding and skill set of the Talent and wider People Team

### Bonus points:

- An adept understanding of current UK employment law and data protection
- A degree in Human Resources and/or CIPD Qualified/member status
- Experience at a high-growth, VC backed startup
- A passion for music, technology, the arts and/or startups

### Who we are:



## Talent Manager

---

Luminary's mission is to enable more people to experience the transformative power of life-long music making. We do this by making the whole process of music learning and practice more inspiring and effective. We are a hardware, software, and content music technology company based in Dalston, London. Our focus on pioneering new and innovative technological solutions to the challenges that face music learners and makers has meant that our products are used by composers, producers, artists, engineers, and hobbyists worldwide.

### Luminary ROLI Ltd offers:

- The opportunity to work with the leading, progressive minds within technology, hardware, and music creation to directly impact the way we create and interact with music
- A competitive salary according to your level of experience
- A range of meaningful benefits including:
  - Following probation, a competitive health care cash plan and a generous bike-to-work scheme
  - A competitive company pension scheme following 3 months of full time work
  - 23 days holiday with 2 additional Social Impact days and the standard 8 statutory holiday days
  - 20 hours per year dedicated to volunteering within the local community
  - Flexible working hours
  - 'Lending Library' of all ROLI products
  - Team member discounts on ROLI products
  - Apple laptop and relevant software licenses for your role
  - Generous Parental Leave policy
  - *Currently on hold due to COVID-19 remote working:*
    - *A great working environment, featuring daily complimentary homemade plant-based lunches and limitless homemade GOLDnola*
    - *Wellness programme which includes regularly offered massages*
    - *Friends and family events*
    - *Company-wide Hack Days and workshops to expand your skills*
    - *In-house bike storage*
- The majority of our team members are currently working remotely due to COVID-19. We will discuss the latest updates with regards to remote working as part of our interview process.

Luminary ROLI Ltd wholeheartedly believes that difference stimulates a healthy and productive environment, as well as positively impacts the products we create. We actively encourage diversity of background and perspective, and as an equal opportunities employer, we oppose all forms of unlawful or unfair discrimination in all of our employment related processes and matters.