



Talent Development & Inclusion Coordinator

We're hiring!

We are looking for a driven individual, to support our Head of Diversity, Equity and Inclusion (DEI) and Head of Talent Development (TD). This is an exciting, forming part of a global HR team.

This role will be based in London with the opportunity to work from home in a hybrid fashion. Find out what it's like to work at BMS [here](#)

About BMS

BMS is a dynamic, independent global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. Our purpose is to help people, businesses and communities flourish and prosper in a world of risk.

We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe and Asia with both a strong local focus and understanding of market needs. Being independent gives our brokers the freedom to deliver the best solutions and combined with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

About the department

With ambitious growth targets for the business and therefore a variety of exciting opportunities for HR, this appointment will be a key role to ensure the success of our global DEI and TD programmes.

Both Heads of Department are based in the City of London alongside a global Talent Acquisition team, Head of Reward and a number of HR Business Partners and Administrators, collaborating with HR colleagues across Australia, North America and Iberia.

What we're looking for – skills and capabilities

The successful candidate will have the opportunity to:

- Support the delivery of the global talent development strategy for the Company;
- Support the delivery of our Early Careers programme
- Manage, maintain and develop content within the Absorb learning management system (LMS)
- Work closely with our vendors to support the delivery of our training programmes

- Manage the mentoring platform, ensuring profiles are kept up to date and providing relevant reports when required
- Act as the key contact for our LMS and mentoring platforms, answering queries from the business
- Regularly review personal development objectives and support development of Divisional learning plans;
- Support and help develop our global DEI committees and Employee Resource Groups
- Play an active role in planning international awareness events e.g., International Women's Day, Pride, Black History Month
- Help implement a variety of global DEI and TD programmes, measuring impact
- Act as the point of contact for key DEI and TD suppliers
- Build and maintain relevant reporting for key stakeholders
- Write and design internal communications around DEI and TD
- Raise Purchase orders and keep track of invoicing and payments

What we're looking for - functional & behavioural competencies

- Learning and development experience working in an administrative capacity; experience with an LMS
- Experience in training needs analysis process; analysing data and producing reports
- Competent using Microsoft Office (Word, Excel, Outlook and PowerPoint);
- Apprenticeships experience an advantage;
- Resilient, positive, can-do attitude
- Results and action oriented; problem solver, self-motivated
- Strong prioritisation and time management skills, with high attention to detail
- Excellent communication and interpersonal skills
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined

What's in it for me?

This role offers a competitive salary and bonus, 27 days holiday, plus access to our personalised benefits platform, Your Rewards, including:

- comprehensive private medical cover for you and your dependents
- complimentary annual health checks
- access to a virtual 24hr GP



- critical illness cover (optional)
- gym subsidy & dedicated wellbeing support
- retail discounts
- opportunity to purchase equity
- defined contribution pension from BMS

Through our Diversity, Equity and Inclusion (DEI) vision, we are committed to 'building a culture of belonging for all, valuing diverse perspectives and embracing authenticity.' As such, we have created our 'BMS Together' programme, with dedicated training, collaborative committees and intentional partnerships. In support of our ESG vision, we offer two additional paid days each year to take part in charitable work.

BMS offers flexible and hybrid working policies and we're happy to discuss options with you upon application. Please let our team know if you require any adjustments to support you through the application process.