

HR Professional for Talent Day Event

(Freelance, Single Project)

Who we are

At Teachersrise, we organise Erasmus+ teacher training courses and international education projects for schools across Europe. Our programmes are typically one-week courses with activities and accommodation.

The opportunity

We are seeking an experienced **HR professional** on a freelance basis to support and refine our upcoming Talent Day event. This is a single-project role focused exclusively on ensuring the success of the Talent Day, where you will guide the event's flow, engage evaluators, and facilitate smooth interactions between participants and evaluators.

Our Talent Day

Our Talent Day is a meticulously structured event designed to assess real-world business and leadership skills in an engaging, interactive format. The day begins with an English-language morning session featuring a warm welcome, clear presentation of event objectives, dynamic icebreakers, and an overview of Teachersrise roles. In the afternoon, participants form teams to tackle a hands-on project challenge—conducted in Italian—that simulates real operational scenarios, culminating in presentations, structured evaluations by our expert team (using a detailed scoring rubric), and a reflective debriefing session to consolidate learning and ensure a fair, comprehensive assessment of each team's performance.

Morning:

- Welcome
- Day Objectives and Event Structure
- Presentation of Teachersrise and roles available
- Icebreakers

Afternoon:

- Team formation and Assignment of the Project Work
- Competition Begins with the Development and Implementation of the Assigned Project
- Presentation of the Completed Work and Announcement of the Winning Team
- Debriefing

Note: We need to decide if a trainer will lead the morning sessions and icebreakers—with the HR professional and evaluators observing—or if the HR team will handle the sessions entirely.

The Talent Day will take place in **September/October 2025**.

Key Responsibilities:

- Assist in event planning, setup and coordination of the day's schedule
- Source and manage the booking of the event venue
- Verify and oversee the preparation of event materials
- Lead certain parts of the Talent day, such as team formation, etc
- Assign project work to teams and provide guidance to evaluators

- Lead the debriefing session to consolidate learning and facilitate participant reflection on key outcomes
- Monitor team dynamics, providing real-time feedback on teamwork, leadership, and problem-solving
- Ensure smooth transitions between activities and manage time effectively
- Collaborate with evaluators to assess participants' performance based on set criteria

Key Skills:

- Advanced Italian and English language skills
- Strong communication and presentation skills
- Ability to engage with diverse teams and manage group dynamics
- Background in talent acquisition or HR management
- Experience in event coordination and team leadership assessment