

# EDD BUCKLEY

## Talent Executive / Senior Talent Manager

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Versatile talent and recruitment professional, with experience at management level, who has recruited all levels for a wide range of roles across broadcast television, digital media, branded content and animation. Has included crewing up projects for broadcasters including the BBC, ITV, Channel 4, Channel 5, Sky, UKTV, Discovery, RTE, A&E Networks, Scripps Networks and MSNBC, digital platforms including All4, Netflix, Amazon Prime, Hulu, YouTube, Facebook and Instagram and a variety of brands and corporate clients.

Skilled looking after the whole 360 recruitment process and developing talent attraction, retention and development strategies. Currently working as an independent Talent Consultant through my own consultancy and was previously in-house Talent Executive, promoted from Talent Manager, at a leading television production company called Blast! Films.

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### KEY SKILLS

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**Sourcing** – headhunting, job adverts, social media, press, CV databases, industry networking, referrals

**Screening** – reviewing CVs and applications, screening interviews, writing candidate profiles

**Managing the Hiring Process** – coordinating interviews, referencing, salary negotiation, candidate feedback

**Talent Management** – onboarding, employee retention, succession planning, talent development, diversity

**Employer Branding** – digital engagement, virtual talent communities, attending career fairs, delivering talks at events

**Career Coaching** – one-to-one sessions, group workshops, action planning, job searching, CV writing, interview preparation, gaining promotions, networking skills, personal branding, career moves

**Business Development** – identifying new leads, targeting potential clients, winning business, client liaison

**Software** – Microsoft Office, Office 365, Google Docs, WordPress, MailChimp, LinkedIn, Twitter, Facebook, Instagram, WP Job Manager, The Talent Manager, leading jobs boards and CV databases (e.g. Indeed, Monster, TotalJobs etc.)

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### CAREER HISTORY (TALENT & RECRUITMENT)

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#### **Independent Talent Consultant – Nifty Talent – Jun 2017-Present**

Following interest about my fresh way of recruiting and a number of approaches from companies, launched my own independent recruitment consultancy. Operating through an RPO model, to date have worked with 19 leading companies across the media, creative and digital production industries, filling 44 permanent, FTC and freelance positions UK wide. Has included crewing projects for broadcasters including the BBC, ITV, Channel 4, Channel 5, Sky, UKTV, Discovery and RTE, digital platforms including Netflix, Amazon Prime, Hulu, YouTube, Facebook and Instagram and a variety of brands and corporate clients.

Predominantly recruiting for editorial, production, creative, technical, operations and client services roles of mid to director level, and often taking on hard-to-fill positions. Regularly approached to conduct searches when companies' own internal recruitment efforts have not delivered. Proactively generate new leads and meet with potential clients to win business, securing six clients within the first two weeks of launching.

Offer a full 360 recruitment service, from sourcing, screening and coordinating interviews to negotiating salaries, gaining references and providing feedback to candidates. Write job specifications and adverts and promote opportunities across jobs boards, social media, industry press and talent networks. Also source candidates through thorough targeted searches and by trawling CV databases and social media profiles.

Work closely and collaboratively with clients, similarly to that of an in-house recruiter, advising on pay rates, market trends and talent attraction, retention and development methods, and ensuring they were aware of employment laws. Also built a large network of perspective candidates, providing them with career advice and feedback on CVs.

#### **Talent Executive (Promoted from Talent Manager) – Blast! Films – Apr 2016-Jun 2017**

Worked at one of the UK's busiest television production companies, recruiting editorial, production, technical and operations professionals, from senior management to entry level. Filled 182 permanent, FTC and freelance positions and played an integral role in retaining and developing talent. Included crewing projects for the BBC, Channel 4/All4, Channel 5, Sky, Discovery, A&E Networks, Scripps Networks and MSNBC.

Operated within a small team, as the only full-time talent personnel for 12 of the months, and trained and managed new team members. Developed new sourcing strategies, including driving social media use to increase digital engagement and build virtual talent communities. Also led an employer branding initiative, which alongside growing the company's online presence, involved attending career fairs, building relationships with industry organisations and delivering talks at events.

Liaised with diversity organisations to increase applications from BAME and disabled candidates, and during a time of rapid growth and increased need for hires outside of London, managed regional recruitment, holding recruitment events and building talent pools in Brighton, Manchester, Bristol, Newcastle-upon-Tyne and Glasgow. Also worked with existing employees, identifying training and talent development opportunities, overseeing succession planning, conducting career mapping meetings and coordinating work experience placements.

Implemented new formats for recruitment literature and wrote detailed job adverts, publishing across jobs boards, social media, talent networks and industry press. Researched potential candidates, reviewed applications and CVs, conducted screening interviews and coordinated the hiring process, including scheduling interviews, maintained ongoing communication with perspective hires and gaining references, using an applicant tracking system to document activities.

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### ADDITIONAL CAREER HISTORY

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#### **Founder & CV Writer – CV Land – Aug 2017-Present**

Create bespoke CVs for professionals of all levels from a wide range of industries. Has included working with those experiencing redundancy, new to the UK and looking for a career change. A large number of clients, who had previously been rejected from multiple job applications, provided feedback detailing that they had found employment within weeks, and even days, of using their new CV.

Collate years of experience into concise, informative and effective documents, producing completely original and visually appealing designs and formats. Write detailed, well-researched copy, ensuring key strengths and achievements are emphasised, language is powerful and appropriate for purpose and there are no errors with spelling and grammar. Also offer additional services in cover letter, LinkedIn profile and personal statement writing.

#### **Career Coach – Freelance – Nov 2017-Present**

Predominantly work across the creative, media and digital industries, providing one-to-one coaching to individuals of all levels, and delivering group workshops at universities, colleges and industry organisations. Assist clients with identifying and achieving professional goals, such as moving companies, gaining promotions, changing careers, returning to work, breaking into new industries, expanding skillsets and maintaining consistent work as a freelancer.

Help people recognise their key strengths and skills and advise on using them effectively to develop a personal brand. Recommend effective job search methods and proactively help clients source new opportunities. Also suggest improvements for CVs and cover letters, conduct thorough interview preparation and develop networking strategies.

#### **Producer – Freelance – Dec 2013-Apr 2016**

Becoming one of the youngest Television Producers in the UK, worked across a wide range of broadcast programmes for the BBC, Channel 4, Channel 5 and MTV, including *Bodyshockers*, *Judge Geordie*, *My Psychic Life* and *The Week the Landlords Moved In*. Led project and creative management, overseeing and coaching teams of up to 15 people, developing and implementing production and editorial strategies, devising new concepts, identifying and crafting content and managing complex schedules. Involved liaison with legal and health professions, high-profile institutions and the press.

#### **Assistant Producer – Freelance – Apr 2012-Dec 2013**

Played a key role in the creation and delivery of broadcast television programmes for the BBC, ITV, Channel 4 and Channel 5, including leading brands such as *Big Brother*, *The Hotel*, *People Like Us* and *Unsafe Sex in the City*. Involved developing editorial content and working closely with onscreen talent during filming to deliver engaging and entertaining narratives. Also took responsibility for significant logistical aspects, from organising resources to setting up large, complex shoots.

#### **Researcher – Freelance – Apr 2011-Apr 2012**

Directly supported senior teams across the production of broadcast television programmes for ITV, Channel 4 and Channel 5, including *Supersize vs Superskinny*, *Make Bradford British*, *The Food Hospital* and *London: The Inside Story*. Conducted thorough research into a wide range of complex topics and produced detailed documents of findings. Also worked to, and exceeded, individual targets, focused on sourcing and securing contributors and stories to feature on programmes.

#### **Runner – Freelance – Jul 2007-Dec 2010**

Establishing myself in the highly competitive media industry at 16-years-old, assisted across the creation of broadcast television, branded content and digital media projects for clients including the BBC, ITV, Channel 4, Sky, West Yorkshire Police and Loughborough University. Generated content ideas, organised technical equipment, completed administration tasks and provided hospitality to the wider team, including high-profile individuals.

#### **Voluntary Roles**

Staff Member at Yorkshire Friends' Holiday School (2018-Present), Volunteer Teacher at Saraswati Education Center in India (2013), President of the LGBT at York St. John University (2009-10), LGBT Representative for the Equality & Diversity Committee at York St. John University (2009-10), Marketing Officer for the Campaigns Committee at York St. John University (2009-10)

#### **Additional Roles**

From 2009 to 2010 worked as a Student Ambassador at York St. John University, and between 2006 and 2010 held various roles within the retail, service and hospitality industries.

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### EDUCATION & QUALIFICATIONS

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MA Coaching – Northumbria University – Starting 2018 (Part-Time)

BA (Hons) Film & Television Production – 2:1 – York St. John University – 2008-11

3 x A-Levels / 1 x AS-Level / 9 x GCSEs

Full, Clean UK Driving License

*References available on request*