

YOUR NEW ROLE AT THE TRUST



START SOMETHING

JOB TITLE:	Employee Engagement Manager (Corporate Volunteering)	PAY BAND:
FUNCTION:	Fundraising, Brand and Marketing	Support Delivering
THE TEAM:	Corporate Partnerships sits within the wider fundraising directorate and is responsible for developing strategic, high value partnerships that enable the Trust to achieve our mission.	Specialist/Managerial Technical Lead/Function Head Senior Leadership Team

WHERE YOU WILL FIT

Director of Partnerships	Senior Head of Corporate Partnerships (Employee Engagement)	Head of Employee Engagement (Corporate Volunteering)	Employee Engagement Manager (Corporate Volunteering)	Employee Engagement Executives (Corporate Volunteering)
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The successful candidate will manage within the Corporate Volunteering proposition, with a view to creating meaningful engagement between our Corporate Partner employees and young people; ensuring that young people have fast access to relatable role models, adding value to the mutual experiences of young people and Corporate Volunteers.

WHAT WILL YOU DO?

- 🌸 Manage a team who support the engagement, onboarding and effective impact of corporate volunteers from partnerships across multiple sectors and multiple locations in the UK.
- 🌸 Line management ensuring clear objectives, personal development plans and regular 1:1 support.
- 🌸 Ensure financial targets are met and income is forecasted, received and tracked in accordance with business plans.
- 🌸 Collaborate with stakeholders to ensure we deliver on key financial and corporate volunteering targets for our corporate partners.
- 🌸 Actively manage and steward Corporate Volunteers through their volunteering journey.
- 🌸 Maintain accurate records on Raiser's Edge and Frontline in accordance with Prince's Trust policy.
- 🌸 Create high quality reports, presentations and proposals.
- 🌸 Track Corporate Volunteer demographic data to ensure we continue to align with our national strategy, with a focus on providing a diverse pool of relatable role models to our young people.
- 🌸 Work with the stakeholders to develop products for Corporate Volunteers and grow the menu of opportunities, when required.
- 🌸 Drive Internal Communications on Corporate Volunteering.
- 🌸 Build and maintain excellent relationships with external stakeholders at our partner organisations, liaising closely with key internal stakeholders to ensure successful delivery.
- 🌸 Ensure Corporate Volunteers are correctly onboarded and trained in accordance with Prince's Trust Policy.
- 🌸 Communicate with and inspire the corporate partnerships team, delivery teams, and corporate partners to participate in corporate volunteering.
- 🌸 Collaborate on the national strategy to increase the scale and impact of corporate volunteering at The Prince's Trust.
- 🌸 Responsible for actively contributing to an equitable, diverse and inclusive workplace.



**START
SOMETHING**

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Excellent relationship management and communication skills, with the ability to relate to people at all levels	To effectively deliver and grow our partnerships, you need to have good influencing skills, with the ability to influence a broad range of stakeholders internally and externally.
An organised, strong project manager, with the ability to create budgets and strategic plans	Often partnership objectives have deadlines, so you will need to be able to manage conflicting priorities effectively and build project plans.
Solid understanding of what drives corporate engagement with a charity, and the ability to present the charity's work compellingly in response to those needs	This will enable the Prince's Trust to develop partnerships that are mutually beneficial for business and charity
Resilience and tenacity, with the ability to work to ambitious long term goals	You need to be confident in managing difficult situations, persevering and keeping long term goals in sight - this leads to strong multi-year partnerships
Good written and verbal communication skills, with experience of presenting to external audiences	You will be writing reports and presentations as well as promoting the work of the Trust to external audiences.
Experience	Why do we need this?
Demonstrable experience of developing and managing corporate volunteers in a charity or client management environment	You will be developing and managing corporate volunteers
Experience managing internal relationships within multi-disciplinary teams	You will be working with multiple stakeholders with partners and at the Trust.
Demonstrable experience of project management over time, and seeking out new opportunities	Your objectives will be set around setting and achieving income targets
Proven experience of managing partners promotional activities in a corporate environment	You'll need to understand and promote how businesses and charities work together
Experience of working in a team to drive shared results	We are a collaborative team working towards a common fundraising goal

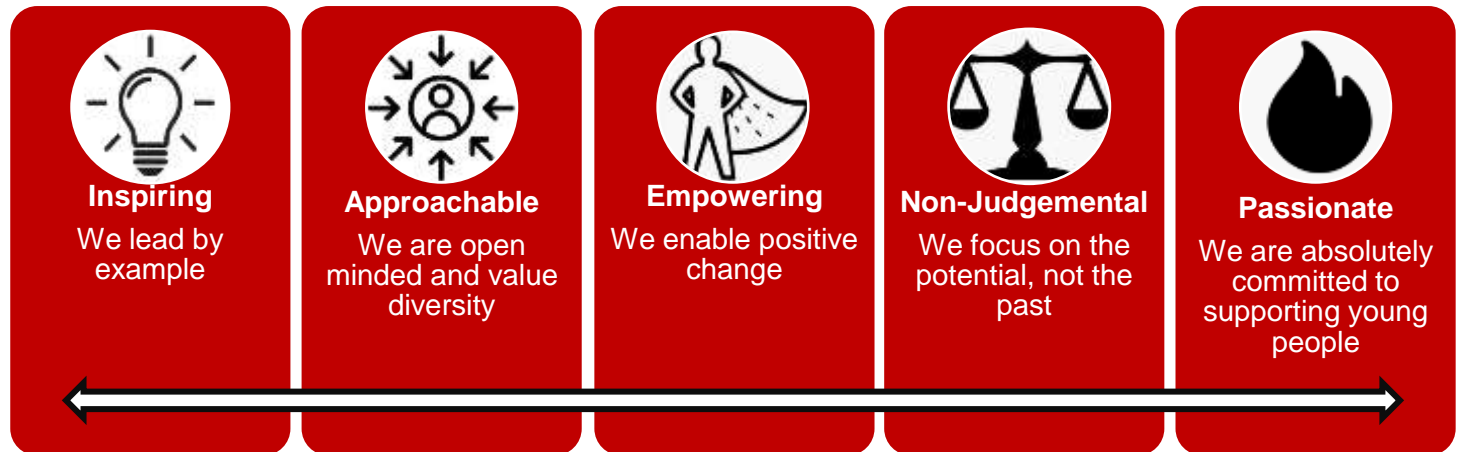
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of working with young people and volunteers	Understanding the work we do will be useful
Skills & Knowledge	Why do we need this?
An understanding of project management what drives corporate behaviour	An organised approach will be useful in managing competing priorities

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/manergial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding self accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance own development and build expertise</p> <p>You role model a positive and constructive approach to giving & receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to and empathises with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.