



JOB DESCRIPTION

Role	Engagement Manager – The Prince's Seeing is Believing Programme
Department	External Affairs
Contract	Full-time
Hours	35
Location	London (Hybrid working with 2 days in London office)
Job Framework Level	5
Salary	Please see BITC's Job Framework. Appointments will be made based on the stipulations in BITC's Pay Policy
Reports to	Anna Bolt

Purpose of Job

To support the expansion of The Prince's Seeing is Believing programme of visits by ensuring an inspirational and top-quality experience for senior leaders in the UK. The role will support both delivery and delegate management and will also support the raising of the programme's profile and creation of new bespoke visit package.

Main Responsibilities / Accountabilities

Delegate engagement

- Working with internal and external stakeholders to compile, review and finalise delegate invitation lists for each visit, ensuring that the list is balanced and meets visits objectives.
- Manage invitation and delegate communication process.
- Work with the Programme Manager and internal stakeholders to create a branded Delegate Pack and templates for associated assets.
- Manage all digital enquiries and communications.
- Manage the follow up to ensure all delegates have been called and all actions logged and circulated. Maintain up-to-date record of these actions.
- Maintain Salesforce projects.





Bespoke visits development and management

Work with Programme Manager, Advisory Services and other internal stakeholders to develop the bespoke visit offer.

- Develop marketing templates & collateral to promote the offer to members.
- Create, document and put in place required processes.
- Manage the promotion of the Bespoke Visit offer and the response to enquiries.
- Work with Advisory Team to support delivery of bespoke visits.
- Work with Advisory Team to evaluate the effectiveness of bespoke visits.

Visit delivery

- Attend recces when appropriate (involves travel to various locations).
- Run visit logistics on the day: set up, transport, meals and refreshments, take notes at the debrief.
- Work with 'place' or issue area Lead to formalise the visit programme, including breakfast and lunch venues, and create briefings.
- Support and manage additional logistics when required: photography services, ensure reliable taxi services, coach hire, research and book overnight accommodation.

Marketing and Comms

- Work with Programme Manager to ensure Seeing is Believing visits are profiled on BITC website, social media and other channels, including internal comms.
 - Work with colleagues in the comms team and wider BITC to ensure SIB stories are visible and promoted internally and externally.
 - Support the delivery of the annual review publication.
 - Support reporting internally and externally.
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Other

- Ensure the Health and Safety requirements and individual safeguarding responsibilities met in the area for which the postholder is responsible.
- Responsible for ensuring a safe environment, in line with the responsibilities outlined in BITC's Safeguarding Policy and Framework, ensuring that risks are identified, communicated and managed in line with BITC's process, and concerns raised are responded to within 24 hours and reported appropriately.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. The job holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the capability of the job holder.



PERSON SPECIFICATION

Knowledge

Essential

- Events management, especially external physical events and learning experiences
- Confidence to work corporately
- Confidence in managing and engaging with stakeholders both internally and externally
- Development of clear briefings and materials

Preferred

- Understanding of social mobility and community regeneration
- Developing and delivering programmes
- Understanding or some experience of marketing and communications

Experience

Essential

- At least 2 years' experience in managing events delivery, including guests list management, event logistics, and follow up
- Experience working across multiple events
- Experience coordinating and working with multiple stakeholders internally and externally

Preferred

- Experience working on event marketing and communications
- Experience delivering events and immersive experience at C-Suite level

Skills

Essential

- Ability to work autonomously and still work collaboratively across teams
- Excellent written and verbal communication skills
- Excellent organisation, planning, prioritising and time management skills
- Advanced user of Microsoft Office applications

Preferred

- Experience using Salesforce or similar applications
- Reporting

Behaviours

Act in accordance with Business in the Community's values

- Focus
- Passion
- Collaboration
- Pioneering
- Integrity





How to Apply

Internal candidates:

Please click on the 'Internal Vacancy' button in Cascade, select the vacancy you would like to apply for, click on the 'Apply now' button and upload your covering letter (max one side of A4) and CV through our internal job posting portal.

For other queries relating to our vacancies please email recruitment@bitc.org.uk

External Candidates:

Please click on the 'apply now' button and complete the on-line application form and upload your covering letter and CV through our recruitment portal on our website.

If you have difficulty with the upload, please call the Vacancy Filler Support Team on 01509 236 434.

For other queries relating to our vacancies please email recruitment@bitc.org.uk

When will you hear from us

You should expect to hear from us within 3 weeks from the closing date, letting you know whether or not you have been selected for an interview. We regret that we are unable to provide feedback to applicants who have not been shortlisted due to the volume of applications we receive.

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.



What are the benefits of working at BITC?

What are my hours?	The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible arrangements are possible.
How much holiday do I get?	Annual leave starts at 25 days per year (FTE) and after 5 years it goes up 1 day per year until you have 30 days per year. Bank holidays are additional.
Will you help me develop?	We provide ongoing learning and development for everyone at BITC.
What about my wellbeing?	We offer 24 hour a day access to free and confidential information, advice and support through our Employee Assistance Programme.
Are there financial benefits?	We offer an interest free season ticket loan, we also offer membership to the HMRC cycle hire scheme across the UK.
Will I be able to save for a pension?	Yes, we operate a group personal pension scheme. BITC will contribute up to 6% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange and BITC also contributes the resulting NI saving into your pension.
What if something happens to me?	Payment of four times the annual salary may be paid to the estate of any individual in the event of death while they are employed at BITC.
