

## JOB DESCRIPTION

We support people who are homeless or at risk of homelessness to achieve a meaningful and independent place in their community.

<b>JOB TITLE:</b>	<b>Corporate Partnerships &amp; Volunteering Officer</b>
<b>REPORTS TO:</b>	<b>Senior Partnerships &amp; Engagement Manager</b>
<b>SALARY:</b>	<b>Grade 3, Points 28 – 31, £26,669 - £29,450</b>
<b>ADDITIONAL BENEFITS TO SUPPORT EMPLOYEES:</b>	<ul style="list-style-type: none"> <li>• <b>Pension</b> (auto enrolment) and <b>Death in Service</b> benefit of 2 x salary</li> <li>• <b>Health Shield Benefit</b> - provides access to a range of valuable cash benefits and services, such as dental and optical care, physiotherapy, scanning facilities and 24-hour counselling and Advice Line (opportunity to upgrade and add family).</li> <li>• <b>Benenden Health</b> – Private Health Care paid for by Simon Community which gives permanent employees access to 24/7 GP services, medical diagnostics, medical treatment, physiotherapy (option to add family and friends for an additional cost).</li> <li>• <b>Holidays - 25 days per year</b> – increasing by 1 additional day per year of service up to a max of 30 days. Increase is effective from the 1<sup>st</sup> April each year, once a full year of service has been completed. Additionally, <b>12 customary holidays</b> (normally Bank and Public Holidays) at normal basic pay rate.</li> <li>• <b>Bank &amp; Public Holidays</b> – paid at premium rates at time and a half and double time.</li> <li>• <b>Additional Hours</b> – paid at time and a quarter.</li> <li>• <b>Other Benefits</b> – occupational sick pay, enhanced maternity/paternity leave entitlement, career breaks (subject to 2 years' continuous service).</li> <li>• <b>Training</b> – thorough accredited induction training and continued access to ongoing personal development.</li> </ul>
<b>DEPARTMENT:</b>	<b>Growth &amp; Engagement</b>
<b>LOCATIONS:</b>	<b>Central Office, Belfast</b>
<b>HOURS OF WORK:</b>	<p>35 hours per week, mainly Monday to Friday. A hybrid working system is in place (at least 2 days in office per week).</p> <p>A flexi-time system is in operation and reasonable hours outside of this will be required to fulfil the duties of this position (some evening and weekend work).</p>
<b>JOB PURPOSE:</b>	<p>This is an exciting and varied role within Simon Community, developing and supporting corporate partnerships across Northern Ireland and driving our volunteering activity.</p> <p>Working closely with the Partnerships &amp; Community Engagement team, you will be exceptional at building relationships either in person, on the phone or via written communication. You will be adept at spotting opportunities for future engagements be able to manage a busy and varied workload, and develop and nurture new connections across NI.</p>

## **MAIN RESPONSIBILITIES:**

<b>Corporate Partnerships</b>	<ul style="list-style-type: none"><li>• Support the development and implementation of a corporate engagement plan</li><li>• With the Senior Partnerships &amp; Engagement Manager, develop stewardship plans for all corporate partners.</li><li>• Manage relationships with some of our corporate partners, serving as primary point of contact and ensuring their needs are met.</li><li>• Working with the Partnerships &amp; Events Assistant, ensure excellent supporter journeys and communications to corporate partners.</li><li>• Attend cheque presentations and other events as appropriate.</li><li>• Undertake robust prospect research in line with Simon Community values and ethical fundraising policy.</li><li>• Prepare and write creative and accurate fundraising proposals and presentation outlines.</li><li>• Develop new products and activities that drive corporate and employee support, including through digital channels.</li></ul>
<b>Volunteering</b>	<ul style="list-style-type: none"><li>• Work across the team to identify roles and opportunities for volunteering at Simon Community.</li><li>• Respond to volunteer enquiries, and manage the recruitment, application and onboarding process.</li><li>• Support the coordination and delivery of training sessions and materials to ensure volunteers have the necessary skills, knowledge, and resources for their roles.</li><li>• Develop and oversee the delivery of corporate volunteering opportunities and team days, providing excellent support and guidance.</li><li>• Work with the Community &amp; Events Officer to develop a strong community volunteering proposition.</li><li>• Recruit and manage teams of volunteers to support Simon Community's event programme.</li><li>• Maintain regular communication with all volunteers through email updates and social media to keep them informed about Simon Community activities, opportunities, and events.</li></ul>
<b>Supporter Care and admin</b>	<ul style="list-style-type: none"><li>• Create and support the delivery of inspiring supporter journeys for all corporate partners and volunteers.</li><li>• Maintain accurate and up to date records of all contact history for corporate and volunteering contacts on the CRM database, and ensure all information adheres to data protection guidelines.</li><li>• Support the marketing and promotion of all Simon Community events to our corporate partners and volunteers, including One Big Sleep Out.</li><li>• Work with our comms team to maximise media opportunities of volunteering and corporate activity.</li><li>• Represent Simon Community at external events, including through delivery of pitches and presentations.</li><li>• Contribute effectively as part of Growth &amp; Engagement department.</li><li>• Maintain and develop excellent working relationships across the wider team of Simon Community and support activities outside of this role profile as required.</li><li>• Ensure all activities are carried out with full compliance to the fundraising code and to Simon Community values.</li><li>• Stay informed about industry trends, best practices, and future opportunities.</li></ul>
<b>Ensure Quality Assurance/ Continuous Improvement</b>	<ul style="list-style-type: none"><li>• Support and participate in the implementation of agreed improvement plans within a culture of continuous improvement and service excellence.</li><li>• Carry out all duties in accordance with Simon Community quality procedures.</li></ul>
<b>Ensure Health and Safety and Good Housekeeping Practices</b>	<ul style="list-style-type: none"><li>• Always adhere to the Simon Community N.I. health and safety policy.</li><li>• Support health and safety risk assessments as appropriate, and the implementation of any agreed actions.</li></ul>

<b>Promote Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Contribute to promoting an environment where equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice are promoted in accordance with Simon Community principles, policies and procedures.</li> </ul>
<b>Promote our aims and objectives</b>	<ul style="list-style-type: none"> <li>Promote the organisation's mission, values, aims and objectives and ensure all organisational Policies and Procedures and Staff Code of Practice are followed at all times.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>Carry out all other reasonable duties commensurate with the role as may be required.</li> </ul>

Please note that this job description provides an indication of the roles and responsibilities and is not an exclusive list of the duties that the postholder may be asked to undertake.

## PERSON SPECIFICATION

<b>ESSENTIAL CRITERIA</b>	<ol style="list-style-type: none"> <li>At least 2 years' experience in a relationship-based role, e.g. in fundraising, account management, sales, or relevant field.</li> <li>Experience of working in a busy team across multiple projects.</li> <li>Highly IT literate with confidence in using full MS suite, CRMs and digital tools.</li> <li>Full driving licence and/or access to a suitable means of transport to travel across the region regularly (at least 1 day per week).</li> <li>Passionate about ending homelessness in NI.</li> </ol>
<b>DESIRABLE CRITERIA</b>	<ol style="list-style-type: none"> <li>Experience working for a charity/non-profit.</li> <li>Experience of Canva or MS Publisher</li> <li>Experience of marketing/digital media</li> <li>Working knowledge of volunteer management.</li> </ol>
<b>SKILLS &amp; ABILITIES</b>	<ol style="list-style-type: none"> <li>Exceptional interpersonal and relationship building skills.</li> <li>First rate communication skills, both written and oral.</li> <li>Excellent organisation and time management skills with an ability to demonstrate high level attention to detail.</li> <li>A 'can do' attitude and willingness to try new things.</li> </ol>
<b>OUR VALUES</b>	<ol style="list-style-type: none"> <li>Our values are fundamental to how we work with the people we help, and each other.</li> <li>We are driven by our values of being <b>non-judgmental, trustworthy</b> and <b>determined</b> to end homelessness in NI.</li> </ol>