 **Corporate Volunteering Officer**

|  |
| --- |
| Job Description |

**Salary:**  £24,000 - £30,000 per annum, 35 hours per week

**Contract length:** Initially 12 months with potential for extension following review

**Location:** Thames21 Head Office, EC4R 3TD with extensive travel throughout London

**Responsible to:** Fundraising Manager

**Liaison with**: Communications Team, Project Managers, Senior Management Team, Thames21 Event Support Staff and Contractors, local authorities, Port of London Authority

**Purpose of the job**

The purpose of this role is to develop relationships with corporates further and to generate new partnerships to grow the charity’s net income from the corporate sector, by prospecting for, planning and delivering river clean-up and restoration activities on the riverbanks and in-channel, on the Thames and its tributaries, for corporate volunteer teams.

We are looking for a hard-working, commercially aware, energetic and enterprising individual who is passionate about rivers and the environment, and has strong communication and relationship-building skills, to join our ambitious and committed team. Applications will be considered from candidates with experience of running environmental activities with large groups of volunteers, as well as from candidates with experience of working with corporates and who wish to move into corporate partnership work.

**Main duties and responsibilities**

* Provide the main point of contact for company enquiries regarding corporate environmental volunteering events. These will be from both established partners and new potential partners all of which should be stewarded accordingly
* Work jointly with Fundraising Manager to identify and secure new corporate partnerships, income and pro bono support
* Work with Thames21 colleagues to plan and organise income-generating corporate volunteering events across the waterways of Greater London
* Deliver and lead corporate events and activities ensuring participants have an enjoyable and safe experience
* Develop corporate volunteering activities further to enhance, improve and diversify the charity’s offer and to communicate clearly Thames21’s mission and the river environment context
* Liaise with, manage and book Event Support Staff and Contractors to support the delivery of activities and events
* Work with the Communications Officer to develop targeted messaging, marketing and feedback materials and mechanisms
* Use relationship-building skills to identify decision-makers within corporate groups and open conversations to generate leads to corporate partnerships
* Where appropriate attend relevant networking events in order to meet decision makers
* Plan, prepare for, lead and deliver river clean-up and restoration events, including planning, timing, conducting pre-event visits and risk assessments, sorting equipment, loading and unloading vans, event set-up and break-down, cleaning, sorting and maintaining equipment post-event
* Assess corporate volunteering event requirements: site location, date, volunteer numbers, equipment needs before providing costing information
* Liaise with river landowners and stakeholders eg Port of London Authority, local authorities and others on permissions and waste clearance
* Handle event booking, pre-event invoicing, payment chasing and relevant paperwork including recording and reporting on income, expenditure and surplus generated for corporate events
* Liaise with the Fundraising Manager, Communications Officer and Senior Management Team to ensure that all corporate partnerships are ethical and appropriate, and pose no risk to the charity’s reputation and work
* This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document

|  |
| --- |
| **Person Specification**  |

**It is essential that in your application you give evidence or examples of your proven experience in each of the following criteria including the competencies.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification, development & knowledge** | **Essential** | **Desirable** | **Assessed by** |
|  |  |  |  |
| Enthusiasm for, knowledge of and commitment to the environment, especially rivers and tidal rivers, and to the work of Thames21 | X |  |  |
| An understanding of corporate structures and corporate fundraising mechanisms |  | X |  |
| Commercial awareness  | X |  |  |
| Working Knowledge of IT systems including Microsoft Office and ThankQ database for recording and reporting. | X |  |  |
| Full Clean Driving licence and confident to drive a long wheelbase van around London. | X |  |  |
| **Experience of:** |  |  |  |
| Negotiating with corporate stakeholders. | X |  |  |
| Developing new business or funding. |  | X |  |
| Working with senior level management and individuals. |  | X |  |
| Event planning, management and delivery, preferably with large numbers of participants, including equipment sorting, set-up and break-down | X |  |  |
| Experience of working on urban waterways. |  | X |  |
| **Skills and competencies** |  |  |  |
| An entrepreneurial self-starter, able to spot opportunities, with the enthusiasm and energy to implement new strategies. | X |  |  |
| Good verbal and written communication skills, able to communicate and persuade at all levels. | X |  |  |
| Strong initiative, confidence, drive and flexibility to deal with unexpected situations or last minute changes in a dynamic organisation. | X |  |  |
| Demonstrable skill and effectiveness in relationship building. | X |  |  |
| Demonstrable leadership skills to lead, inspire, motivate and manage volunteer groups from the corporate sector | X |  |  |
| Strong administrative skills and the ability to manage multiple tasks simultaneously. | X |  |  |
| Practical and a hands-on approach to delivering successful activities for external clients, including motivating groups. | X |  |  |
| Ability to physically deliver a demanding programme of circa 60 volunteering events a year including set-up, break-down and leading by example. | X |  |  |

**Additional Information**

* The post holder will report to the Fundraising Manager and work closely with all members of the Senior Management Team and with project officers as appropriate
* The post holder will supervise volunteers
* The post holder must be prepared to work occasional evenings and weekends
* The post holder must be willing to travel throughout London and occasionally throughout the UK over night
* 25 days paid annual leave are available plus public holidays. In addition, the Thames21 office is closed between Christmas and New Year.
* Thames21 operate a flexitime system of working
* Interest free season ticket loan or bike loan
* Childcare voucher scheme
* Mobile phone for company use
* Workplace Pension with Nest

**To request application details e-mail: michael.heath@thames21.org.uk**

**or visit our website at www.thames21.org.uk**

**Closing date for completed application forms: Wednesday 15th January 2020**

**Interviews to be scheduled on Wednesday 22nd January at Thames21 EC4R 3**