

**Corporate Volunteering Officer**

|  |
| --- |
| Job Description |

**Salary:**  £24,500 - £30,000 per annum, 35 hours per week

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

**Location:** Thames21 Head Office, EC2V 7HH with extensive travel throughout London

**Responsible to:** Fundraising Manager

**Liaison with**: Head of Finance, Communications Manager, Project Officers, 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 leading river clean-up and restoration activities on the riverbanks and in-channel, on the Thames and its tributaries, for corporate volunteer teams.

**Main duties and responsibilities**

**Working with Corporates**

* Be the main point of contact for company enquiries regarding income generating corporate volunteering events. These will be from both established contacts and new potential partners all of which should be stewarded accordingly
* Lead corporate events and activities ensuring participants have an enjoyable and safe experience and follow up appropriately
* Handle bookings, T&Cs, invoicing, and pre- and post-event communications promptly and efficiently
* 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
* Build relationships with corporate clients and potential clients, identify decision-makers and open conversations as appropriate to generate leads to corporate partnerships

**Working with Colleagues**

* Work with the Fundraising Manager to identify prospective corporate partners
* Provide high quality stewardship of corporate partners by running high quality volunteer events
* Liaise with Thames21 colleagues to find locations, plan and run events on the Thames and tributaries throughout Greater London
* Work with the Communications Manager to develop targeted messaging and promotions via Thames21 website and social media
* Where necessary, liaise with the Fundraising Manager 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

**Event planning and delivery**

* Book, plan, prepare for and lead circa 60 river clean-up and restoration events a year on the Thames and its tributaries: including scheduling the activity, conducting pre-event visits and risk assessments, preparing equipment, loading and unloading vans, event set-up and break-down, cleaning, sorting and maintaining equipment post-event;
* Book, plan and oversee delivery of 20-30 events by freelance event leaders.
* Assess corporate volunteering event requirements: site location, date, volunteer numbers, equipment needs before pricing
* Book and oversee Event Support Contractors to assist in pre-event preparation, event delivery and pack-down
* Conduct risk assessments for each event, ensuring information is up to date and accurate
* Liaise with river landowners and stakeholders e.g. Port of London Authority, local authorities and others on permissions and waste clearance

**Administration**

* Handle event booking, pre-event invoicing, terms and conditions, payment chasing and relevant paperwork
* Record and report on income and expenditure generated for corporate events; with Fundraising Manager, forecast revenue and expenditure
* Use corporates’ own charity/event online platforms to promote, book, confirm and report on events to corporates
* 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** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  | Application and interview |
| An understanding of corporate structures |  | X | Application and interview |
| Commercial awareness | X |  | Application and interview |
| Working knowledge of IT systems including Microsoft Office and CRM database for recording and reporting. | X |  | Application and interview |
| Full clean driving licence and confident to drive a long wheelbase van around London. | X |  | Application and interview |
| **Experience of:** |  |  |  |
| Negotiating with corporate stakeholders. | X |  | Application and interview |
| Developing new business/sales |  | X | Application and interview |
| Working with senior level management and individuals. |  | X | Application and interview |
| Volunteer event planning, management and delivery, preferably with large numbers of participants | X |  | Application and interview |
| Experience of working on urban waterways. |  | X | Application and interview |
| **Skills and competencies** |  |  |  |
| Commercial awareness | X |  | Application and interview |
| Good verbal and written communication skills, able to communicate and persuade at all levels. | X |  | Application and interview |
| Strong initiative, confidence, drive and flexibility to deal with unexpected situations or last minute changes in a dynamic organisation. | X |  | Application and interview |
| Demonstrable skill and effectiveness in relationship building. | X |  | Application and interview |
| Demonstrable leadership skills to lead, inspire, motivate and manage volunteer groups from the corporate sector | X |  | Application and interview |
| Strong administrative skills and the ability to use systems effectively and work under pressure. | X |  | Application and interview |
| Ability to physically deliver a demanding programme of circa 60 volunteering events a year including loading/unloading vans, set-up, break-down and leading by example. | X |  | Application and interview |

**Additional Information**

* The post holder will report to the Fundraising Manager and work closely with Thames21 colleagues including project officers and Head of Finance
* The post holder will supervise volunteers
* The post holder must be willing to travel throughout London
* 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
* Non stakeholder pension available

To apply, send your CV with a covering letter highlighting how your skills and experience fit with this exciting role by email to Michael.Heath@thames21.org.uk by **Friday 3 December 5pm**. Please state your current salary, giving names of 2 referees to approach if your application is successful, and telling us whether you are a British citizen OR are an Overseas National with permission to work in the UK, stating what kind of permission you have if the latter.

Interviews will be held on **Tuesday 14 December.**

**Visit our website at www.thames21.org.uk**