



Job Description

Job Title	Corporate Volunteering Manager
Department	Town Clerk's department – City Bridge Trust
Grade	Proposed E
Location	Guildhall
Responsible to	Head of Philanthropy Strategy
Responsible for	N/A

Purpose of Post

To drive the successful implementation and monitoring of the Corporate Volunteering Strategy 2018-23, and deliver its vision of a positive volunteering culture, with clear and consistent practices, which support volunteers and their beneficiaries to flourish in the Square Mile, London and beyond.

To lead and deliver the City Corporation's employee volunteering programme and to work with City of London Corporation departments who work with volunteers beyond our employee base to develop a corporate and consistent approach to volunteering, which is aligned to the principles set out in the Corporate Volunteering Strategy for 2018-23.

To monitor and evaluate the impact of City Corporation volunteering activities and approaches, building on and sharing our learning. To tell a compelling story both internally and externally, demonstrating the value and skills development that volunteering can achieve, and encouraging more employees to become volunteers

Main Duties and Responsibilities

1. To lead on delivery of the Corporate Volunteering Strategy 2018-23 and develop detailed action plans for the strategy, with support from the Volunteering Working Group, to drive forward its implementation.
2. To convene and lead the cross-departmental Volunteering Working Group, which is responsible for supporting the delivery and implementation of the Corporate Volunteering Strategy.



3. To engage with City Bridge Trust's grantees to identify areas of support where volunteering can help them to achieve their organisational objectives and to design and develop compelling volunteering options for City of London Corporation employees as a result to increase and develop effective philanthropy across the organisation.
4. To promote volunteering opportunities with City Bridge Trust grantees to City of London Corporation employees and encourage their engagement.
5. To identify and build relationships with external brokers and partner organisations outside of City Bridge Trust grantees to establish through assessment of supply and demand further volunteering opportunities for City of London Corporation employees and to manage these relationships successfully.
6. To scope the appetite for engagement in employee volunteering and identify the skills available within the organisation which may be offered to City Bridge Trust grantees and other external brokers, using this information to shape suitable volunteering opportunities with them that can be provided by the City of London Corporation.
7. To facilitate, match and place employee volunteers with external brokers and partner organisations, creating a seamless and effective experience for both volunteers and beneficiaries.
8. To create and develop a network of volunteering champions within all departments and provide advice, technical support, encouragement and training to enable them to promote, encourage and inspire employees and other volunteer stakeholders (eg City residents, and other individuals who volunteer to support the Corporation's work) to engage with identified volunteering options.
9. To shape and work within a corporate measurement framework which enables the organisation to know how much volunteering is taking place and, as far as possible, what it is achieving in order that the City of London Corporation can tell the story of its volunteering compellingly and build on learning.
10. To work with colleagues across the organisation to ensure volunteering opportunities are effectively promoted through a variety of mechanisms including corporate communications and through volunteering champions.
11. To ensure volunteering across the organisation is consistent and compliant with internal policies and to work with departments in advising departments with their own volunteering initiatives when required.



12. To provide regular reports to appropriate to Boards and Committees on the impact of the programme as a result of their engagement with volunteering opportunities.
13. To actively seek to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
14. To actively seek to implement the City of London Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
15. To implement the responsible business policy in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade.



Person Specification

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Grade	Proposed E
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training / Knowledge

Educated to degree level or equivalent in a relevant field or with an equivalent level of skills, knowledge and experience. (A)

An excellent knowledge and understanding of the voluntary sector and the role that effective volunteering plays in generating impact both for volunteers and voluntary sector organisations and how volunteering programmes can contribute to organisational goals and strategies. (A) (I) (T)

An excellent knowledge of the diverse range and forms of volunteering activities. (A) (I)

Good knowledge of programme and project management methodologies in order to ensure the effective management of a range of volunteering initiatives and activities on behalf of a complex organisation. (A)(I)

Sound knowledge of monitoring and evaluation methodologies. (A) (I)

Strong knowledge of marketing and communication methods and their application. (A)(I)

A good understanding of different marketing and communication platforms e.g. print, web, social media and their effective use in order to reach different audiences. (T)



Experience Required, including Budget Holding Experience (if appropriate)

Significant relevant experience which could be of developing and delivering corporate volunteering programmes or managing corporate volunteering opportunities or of working within a not for profit sector organisation managing and developing volunteer programmes or practices, or within a volunteer brokerage managing the placement of volunteers in line with corporate volunteering programmes and organisational objectives. (I) (A) (T)

Experience of marketing, promoting and delivering cross organisational volunteering programmes in a large and diverse organisation with good engagement and achievement results.(I)(A)

A proven track record in maintaining and monitoring successful business relationships in a volunteering context and working with external partners to ensure targets are met. (I)

Experience of applying creative ways to market and promote volunteering programmes across a range of channels, e.g. print, web, intranet, social media (T)(I)

Experience of continually developing and improving activities through the implementation of effective feedback and evaluation methods. (I)

Skills

Ability to lead on the implementation and delivery of corporate volunteering strategies. (I)

Ability to devise volunteering options and programmes which increase the quantity and quality of volunteering and philanthropic activity across a complex organisation in line with organisational policies, goals and objectives. (I)

Ability to effectively promote volunteering opportunities to employees and other volunteer stakeholders such as residents. (I)

Very strong written communication skills with the ability to produce clear and effective marketing, promotional and communications material, reports, policies and strategies. (T)

Very strong oral presentation skills such that the postholder can effectively promote volunteering programmes to a large and very diverse range of stakeholders, and positively influence engagement, take-up and on-going commitment. (I)

Ability to understand the organisational needs and objectives of a very diverse range of grantees and other external bodies and identify and develop volunteering opportunities which help them to achieve their goals. (A) (I)



Ability to monitor and evaluate corporate volunteering activity and its effectiveness. (I)

Passionate about volunteering, with a positive attitude. (A)

An excellent ability to work cross organisationally and bring teams together. (A)

Very strong problem solving skills and the ability to work with partners to achieve successful results. (A)

The ability to work independently and pro-actively (A) (I)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for a 14 hour week is £15,492 - £17,560 per annum inclusive of London Weighting (full-time equivalent for a 35 hour week is £38,730 - £43,900 per annum) . This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation. **This position also attracts a Market Forces Supplement of up to £1,640 per annum which is discretionary and subject to review, and may be withdrawn, reduced or increased at any time**

Contract

The position is offered on a permanent basis

Hours of Work

Normal hours of work are 14 hours per week excluding lunch breaks working 2 days per week but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days (this will be pro-rated for a 14 hour week) annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.