**Corporate and Group Volunteering Lead**

[V1 September 2024]

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| **Job Level** | **Level 4** | **Kornferry Function** |  |
| **Directorate** | **ISD** | **Function/Service** | **People Services> Volunteering Team** |
| **Direct Reports** | **0** | **Indirect Reports** | **Volunteer management** |

The Leadership and Management of our people is critical to us as an organisation.

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like.Our goal is to create a great workplace and deliver excellent services to our users. This [**framework**](https://britishredcross.interactgo.com/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=Leadership+at+the+British+Red+Cross+-+Leadership+Framework+4.pdf&fileguid=9aa539e7-8c4d-4f5b-bd2f-7efb8a6831bb), along with our [**Values in Action**](https://britishredcross.interactgo.com/Interact/Pages/Content/Document.aspx?id=10802&SearchId=5597597#The%20Fundamental%20Principles) and [**Fundamental Principles**](https://www.redcross.org.uk/about-us/what-we-stand-for), helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about this [**here**](https://britishredcross.interactgo.com/Interact/Pages/Content/Document.aspx?id=11420&SearchId=4626170)

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| **Purpose** | As the trusted specialist for corporate, group, skills-based, and pro bono volunteering, this role will evaluate the feasibility and range of volunteering opportunities and requirements. You will co-design and coordinate a diverse range of engaging, meaningful, and impactful initiatives for external partners and professionals, establishing the British Red Cross as the leading destination for this type of volunteering. This will require collaborating closely with service leads and the Corporate Partnerships Team, to ensure an exceptional experience for organisations and their employees.Additionally, the role will provide expert advice and support to various stakeholders across the organisation, ensuring our offerings align with both the Volunteering Strategy and the Corporate Strategy. |
| **Budgetary responsibility/****accountability** | Contribution to income generation | **Accountability for other resources** |  |
| **Key Responsibilities** | **Expertise and coordination*** Serve as the trusted specialist for corporate, group, skills-based and pro-bono volunteering
* Support the Corporate Partnerships Team to develop and deliver a high value volunteering programme that enables acquisition and growth across diverse partnerships and generates additional income of c. £100k p.a.
* Develop bespoke engagement programmes for corporate partners ensuring alignment with organisational policies and priorities
* Collaborate across the Volunteering Team, with service leads and the Corporate Partnership team (where appropriate) to co-design, test and deliver a diverse range of volunteering opportunities (virtual and in person), to offer a range of innovative and flexible ways for people to share skills and give their time
* Ensure that opportunities developed are engaging, meaningful, inclusive, and purposeful to both partners and volunteers, aligned to strategic priorities and quality standards
* Take a continuous improvement approach to evolving our offer based on insight, feedback, user needs and organisational priorities

**Programme delivery*** Manage enquiries and requests received for these volunteering opportunities
* Administer required agreements with external partners
* Plan and coordinate volunteering opportunities to ensure all logistical aspects are managed efficiently drawing on specialist expertise where required e.g. lead in times, resources, risk assessments
* Coordinate the delivery of these volunteering programmes, ensuring a high-quality experience end to end

**Monitoring and evaluation*** Monitor and evaluate the volunteering opportunities to ensure they are having the impact desired for the British Red Cross and the participating organisation / group
* Establish and monitor quality standards to measure participants’ satisfaction and associated KPIs required by partners
* Identify areas for improvement
* Provide regular reporting for stakeholders and senior leaders on participation, quality of experience and impact
* Identify new opportunities to explore

**Collaboration and networking*** Build strong relationships with key internal stakeholders, to inspire proactive planning for the involvement of volunteers aligned to the Volunteering Strategy
* Engage with internal marketing specialists to develop assets to promote this form of volunteering
* Supporting service teams to understand appropriate levels and types of corporate / group engagement opportunities
* Promote the benefits of employee and group engagement activities internally and externally and facilitate participation
* Contribute to engagement undertaken by the Corporate Partnerships Team with partner contacts including C Suite
* Represent the organisation at relevant external events related to this form of volunteering
* Develop relationships with other charities and organisations to collaborate and develop potential shared approaches to volunteering and projects related to delivering more and better collective volunteering opportunities and stewardship
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| **Knowledge & Skills***\*Essential* | * Knowledge of volunteer management good practice
* Strong influencing and negotiating skills
* Excellent understanding of what makes a quality volunteer experience and application
* Ability to use own initiative, working independently
* Exceptional planning and organisational skills
* Able to establish and maintain appropriate systems for the management and accurate recording of the volunteering programmes
* Strong communication and interpersonal skills, with the ability to influence and negotiate with a variety of stakeholders at all levels
* Confident creating and delivering high-quality presentations both online and in person
* Creativity to design engaging corporate volunteering experiences
* Proven ability to build successful, productive relationships, both internal and external
* Enthusiastic and self-motivated with excellent team-working skills.
* Capable of managing multiple projects simultaneously, including conflicting demands
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| **Experience***\*Essential* | * Sector knowledge - You have experience of the volunteering sector and working with volunteers
* Developing and delivering successful volunteering programmes
* Managing the specific approaches needed when involving organisations vs individuals as volunteers
* Building and maintaining relationships with internal stakeholders and external organisations
* Managing projects and associated budgets
* Experience of creating engaging group volunteering activities
* Ability to self-motivate and work within a team
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| **Additional requirements** | * Ensures inclusive practice and promotes equity
* Team player, supporting colleagues when there are deadlines and who knows when to ask for help themselves
* Ability/ willingness to occasionally work outside of normal office hours
* Ability/ willingness to travel and/or use technology to engage stakeholders
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| **Pre Engagement Checks**Highlight bold as required |  |
| DBS- England & Wales | Adult/ Child/ Adult & Child Workforce/None |
| PVG- Scotland | Adult/ Child/ Adult & Child/ None |
| Access NI- Northern Ireland | Vulnerable Adult/ Child/ Vulnerable Adult & Child/None |
| Driver Check | Yes/No (if intending on driving) |  |
| **International Roles Only** |  |
| International Police Check | Yes/No |
| International Driving Licence for manual cars | Yes/No |

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| **Role Reference** |  | **Review Date** |  |

*We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.*