

YOUR NEW ROLE AT THE TRUST



START SOMETHING

JOB TITLE:	Employee Engagement Manager – Corporate Volunteering	PAY BAND:
FUNCTION:	Partnerships – Corporate & Government	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	Corporate Partnerships sits within the wider fundraising directorate and is responsible for developing strategic, high value partnerships that enable the Trust to achieve our mission.	

WHERE YOU WILL FIT

Director of Partnerships	Senior Head of Corporate Partnerships – Employee Engagement	Senior Manager – Employee Engagement	Employee Engagement Manager – Corporate Volunteering
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will manage mentoring within the Corporate Volunteering proposition, with a view to creating meaningful engagement between our Corporate Partner employees and young people; ensuring that young people have fast access to relatable role models, adding value to the mutual experiences of young people and Corporate Volunteers.

WHAT WILL YOU DO?

-  Work with the Corporate Volunteering Development Manager to develop Mentoring products for Corporate Volunteers.
-  Collaborate with programme staff on the mentoring needs of the young people we support.
-  Grow the menu of Corporate Volunteering products and activities.
-  Develop processes and toolkits to ensure the efficient and effective use of resource and to improve our volunteer journey.
-  Actively manage and steward Corporate Volunteers through the Mentoring process.
-  Maintain accurate records on Raiser's Edge and Frontline in accordance with Prince's Trust policy.
-  Create high quality reports, presentations and proposals.
-  Track Corporate Volunteer demographic data to ensure we continue to align with our national strategy, with a focus on providing a diverse pool of relatable role models to our young people.
-  Drive Internal Communications on the progress of Mentoring.
-  Collaborate on national strategy to scale up mentoring numbers and impact.
-  Work with the Prince's Trust Employee Engagement team to drive fundraising with your partners and their colleagues.
-  Ensure financial targets are met and income is received and tracked in accordance with business plans.
-  Build and maintain excellent relationships with external stakeholders at our partner organisations, liaising closely with key internal stakeholders to ensure successful delivery.
-  Ensure Corporate Volunteers are correctly onboarded and trained in accordance with Prince's Trust Policy.
-  Communicate with and inspire the corporate partnerships team, operational teams, and corporate partners to participate in corporate volunteering.
-  Cover Line management when required.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Excellent relationship management and communication skills, with the ability to relate to people at all levels	To effectively deliver and grow our partnerships, you need to have good influencing skills, with the ability to influence a broad range of stakeholders internally and externally.
An organised, strong project manager, with the ability to create budgets and strategic plans	Often partnership objectives have deadlines, so you will need to be able to manage conflicting priorities effectively and build project plans.
Solid understanding of what drives corporate engagement with a charity, and the ability to present the charity's work compellingly in response to those needs	This will enable the Prince's Trust to develop partnerships that are mutually beneficial for business and charity
Resilience and tenacity, with the ability to work to ambitious long-term goals	You need to be confident in managing difficult situations, persevering and keeping long term goals in sight - this leads to strong multi-year partnerships
Good written and verbal communication skills, with experience of presenting to external audiences	You will be writing reports and presentations as well as promoting the work of the Trust to external audiences.
Experience	Why do we need this?
Demonstrable experience of developing and managing corporate volunteers in a charity or client management environment	You will be developing and managing corporate volunteers
Experience managing internal relationships within multi-disciplinary teams	You will be working with multiple stakeholders with partners and at the Trust.
Demonstrable experience of project management over time, and seeking out new opportunities	Your objectives will be set around setting and achieving income targets
Proven experience of managing partners promotional activities in a corporate environment	You'll need to understand and promote how businesses and charities work together
Experience of working in a team to drive shared results	We are a collaborative team working towards a common fundraising goal

WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
An understanding of project management what drives corporate behaviour	An organised approach will be useful in managing competing priorities
Experience	Why do we need this?
Experience of working with young people and volunteers	Understanding the work that we do will be useful

WHAT DO WE EXPECT FROM YOU?



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OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.