

# Job description: Corporate Volunteering Manager

Title:	Corporate Volunteering Manager
Team:	Philanthropy
Reports to:	Head of Engagement
Salary:	£35,000 per annum
Contract:	Permanent
Working hours:	Full time (37.5 hours per week) or Part time (flexible working arrangements will be considered)
Location:	Central London, (currently trialling hybrid working - at least two days per week in Impetus office)
Starting date:	ASAP

## About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations.

In partnership with other funders we help our charities expand, and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 35 members of staff, supporting 20 charities with programmes across England, Wales and Scotland.

## Our Values

We are wholly orientated towards more and better outcomes for young people, invest in trust-based relationships to drive meaningful change, believe diversity of thought, background and experience makes us smarter as an organisation, are committed to the benefits of collaboration and partnership and try to practice joy, care, a focus on results and intellectual challenge in our culture.

## About the team

The Philanthropy team raises income for Impetus and for Impetus partner charities. The team consists of eight staff, expanding to eleven with the recruitment of three new hires to help us implement our new strategy. Impetus has an annual income of c.£7-8 million which we are looking to grow to £10 million within the next few years. The team is led by the Director of Philanthropy and Partnerships.

The Philanthropy team works with major donors, corporates and grant making trusts. We work collaboratively with colleagues across the organisation to ensure we make a compelling case to generate new financial commitments and wider support for our work. The team also deliver a high-quality engagement programme of volunteering and pro bono for Impetus's corporate supporters and well as an ambitious events programme, including a gala dinner which raises over £1m annually.

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. Alongside investing extensive financial and non-financial support in our charity partners through our Investment Team we also seek to influence decision makers to design and implement evidence led policy and direct new resources to get young people the support they need through our Public Affairs team. We are resolutely focused on outcomes, driven by quality evidence.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

## About this role

The Corporate Volunteering Manager is a highly professional, proactive and dynamic individual who will support the Head of Engagement and the Philanthropy Team to steward new, and maintain existing, partnerships with corporate partners to transform the lives of young people.

The role requires a great team player as well as someone who is a self-starter and can work independently at a high level.

The Corporate Volunteering Manager will be responsible for developing and delivering a new in-house skilled volunteering programme to further support our corporate supporters. The role will also support the Head of Engagement to deliver our existing volunteering programme with charity partners, as well as provide support with our successful events programme and pro bono work.

The Corporate Volunteering Manager will be an experienced, enthusiastic, creative, can-do team player, able to manage a busy and varied workload, work autonomously and be confident working with a range of Impetus stakeholders.

## Key responsibilities

1. Develop and manage a new volunteering programme for corporate partners, including the running of skills workshops and events
2. Develop and manage a new work placement programme for young people from our portfolio charities with our corporate partners
3. Support the Head of Engagement with managing relationships with charity and corporate partners
4. Support with the facilitation of charity volunteering sessions at the offices of corporate partners
5. Develop collateral for engagement opportunities
6. Responsible for measuring and tracking all engagement with corporate partners through our CRM system (Salesforce)
7. Responsible for the administration of engagement events such as our successful philanthropy breakfasts and workshops
8. Support monitoring and evaluation of our events and programmes
9. Support the set up and running of Impetus events throughout the year
10. Supporting other teams when required
11. Demonstrate professionalism and best practice in all duties, comply with the organisation's policies and procedures and proactively support the wider team to deliver our mission effectively.

## Person specification

### Essential

1. Experience of developing and delivering a skilled volunteering programme to corporate partners
2. Experience of building and maintaining relationships with internal and external stakeholders
3. Knowledge and understanding of volunteering trends, challenges and best practice
4. Able to grasp and interpret complex ideas, including the venture philanthropy model of Impetus and the private equity industry
5. Committed to Impetus' mission
6. Committed to equality, diversity and inclusion
7. Ability to work well under pressure with the ability to meet tight deadlines in a

fast-paced environment while managing multiple projects

8. Ability to look beyond own area of expertise and be pro-active and creative in problem solving
9. Excellent written and verbal communication skills
10. Excellent PowerPoint and presentation skills
11. Experience of using databases, including input and extraction of data, reporting and experience in using Salesforce or a comparable CRM system
12. Excellent IT and technology skills with strong experience and/or knowledge of Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint)

### **Desirable**

1. Knowledge of the sector – education and employment
2. Knowledge and understanding of the needs of a young person, charities, and corporates
3. Experience of working with young people
4. Digital fundraising and communications experience

**We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.**

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

### **How to apply**

Please send a comprehensive CV and supporting statement to [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk) by **9am Friday 21 January 2022**. The supporting

statement should be no more than two sides of A4 and should address the criteria in the person specification.

In order to complete your application please also complete the following equal opportunities monitoring form:

<https://www.surveymonkey.co.uk/r/ImpetusRecruitment-EqualOppsMonitoringForm>

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

**First round interviews will take place week commencing 31 January 2022**

**Second round interviews will take place week commencing 7 February 2022**

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

*Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.*