



YOUR NEW ROLE AT THE TRUST

King's Trust

JOB TITLE:	Employee Engagement Executive (Corporate Volunteering)	PAY BAND
FUNCTION:	Fundraising, Brand & Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	Our Employee Engagement Corporate Volunteering team are responsible for delivering volunteering opportunities that King's Trust corporate partners can take part in, to engage their employees.	

WHERE YOU WILL FIT

Director of Corporate Partnerships	Senior Head of Employee Engagement	Head of Employee Engagement	Employee Engagement Manager	Employee Engagement Executive
------------------------------------	------------------------------------	-----------------------------	-----------------------------	--------------------------------------

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will engage with partners to provide corporate volunteers who can deliver excellent support to young people on King's Trust programmes.

Seeing first-hand how effective our programmes are can be a vital factor in influencing the decision to provide funding. The income raised by our Corporate Partners is used to fund and support programme delivery across the country, helping young people into jobs and education.

WHAT WILL YOU DO?

-  Promote Corporate Volunteering opportunities within the Corporate Partnership's team and develop working relationships with all stakeholders including Operations, Delivery Partners, and Corporate Partners.
-  Work with colleagues across all programmes and functions to identify, match and place corporate volunteers, including bespoke corporate volunteering opportunities.
-  Maintain accurate and up-to-date records, as required by the Management Team and in line with The Trust's data protection policy.
-  Assist with the planning, management and support offered to corporate partners.
-  Deliver road shows, training, and networking sessions to enhance the experience for the young people and corporate partners.
-  Be a strong project manager, capable of managing multiple priorities and working in an efficient and organised manner.
-  Support the wider fundraising team and corporate partners with local fundraising opportunities including Ad hoc project support.
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.

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?
Ability to engage and coordinate	Engagement is key in this team; you need to be able to motivate and inspire your audience to get involved in the work of The Trust.
Good communication skills	You will be presenting engagement opportunities to partners, you will need to give clear instructions and set expectations compellingly and confidently.
Relationship building & ability to work with External Stakeholders	You will be managing relationships with Trust contacts at all levels. You will have to cultivate working relationships with external and internal stakeholders.
Highly organised with strong administration skills for maximum efficiency.	When working with multiple companies, on several initiatives, at any one time, you need to prioritise, and time manage effectively.
Positive and Solution Focused	The ever-changing current climate requires a can-do, proactive attitude.
Experience	Why do we need this?
Volunteer experience	Recruiting and managing corporate volunteers is crucial to this role.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Project leadership	There are always new projects in development and supporting colleagues through challenges requires a confident and solution-focused attitude.
Presenting to large audiences	Presenting to internal and external audiences will be a big part of your role.
Proven ability to meet targets	You will be working toward targets so must be driven by setting goals and setting a plan to meet and exceed them.
Skills & Knowledge	Why do we need this?
Knowledge of employee engagement practises.	Informed on trends and successes across the charity sector in employee engagement initiatives.

WHAT DO WE EXPECT FROM YOU?

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 King'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 KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ 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 the delivery 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</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others by demonstrating reliability</p> <p>You engage in challenges with optimism and resilience</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise.</p> <p>You suggest improvements and alternative approaches wherever appropriate</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required</p> <p>You monitor progress towards milestones, taking actions to ensure deadlines are met</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate</p> <p>You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King'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 per 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.