



HEAD OF SOUTHWARK GIVING

JOB DESCRIPTION

SALARY	£38,000 (including inner London weighting)
CONTRACT	12 months (potential for extension); 35 hours per week
RESPONSIBLE TO	Director of Social Action (Community Southwark ¹)
KEY RELATIONSHIPS	Southwark Giving Advisory Group

PURPOSE OF JOB

- To develop and grow relationships with multiple stakeholders (corporates, SMEs, funders and the public and voluntary sectors)
- To establish a clear strategy and future model for Southwark Giving
- To develop and raise Southwark Giving's profile and market it to potential partners

WHAT WE WOULD LIKE YOU TO DO

Develop and grow relationships

To secure resources (financial and in-kind) for the ongoing development and delivery of Southwark Giving

Develop relationships and build connections with corporates, SMEs, community based partners, public agencies and other donors to be a part of Southwark Giving

Identify new opportunities and relationships to ensure the strategic development and expansion of Southwark Giving

Establish a strategy and model for Southwark Giving

To explore and develop creative ways to harness time, talent and money from individuals and corporate partners in Southwark

Lead on strategic level project management with multiple stakeholders and partners to take Southwark Giving from concept to launch (and beyond).

¹ Southwark Giving is hosted by Community Southwark and the post holder will be part of the overall Community Southwark team.

To explore and test different models of local giving and make recommendations on what would be the best approach in Southwark

To conduct research into the scope and scale of existing corporate giving in Southwark to inform the development of Southwark Giving

To refine and develop the Southwark Giving offer

Raise the profile of Southwark Giving

Act as an ambassador for Southwark Giving, promoting it to demonstrate the impact and added value of a local giving model.

Oversee the creation of the Southwark Giving brand and all marketing collateral

Oversee the launch and marketing of Southwark Giving

Support the development and delivery of corporate recruitment events and fundraising events where necessary.

Other responsibilities

Support the Director of Social Action in developing and producing strategic and operational plans, and work with the Community Southwark team to contribute to the development and success of Southwark Giving.

To work within all of Community Southwark's policies and in particular the Health and Safety, Equal Opportunities and Confidentiality policies, and help to ensure that diversity and equality of opportunity is integral to the organisation's work

Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.

To undertake other tasks from time to time and as appropriate, that may be Required by management in line with the goals of the organisation

To support Community Southwark's mission, vision, values and strategic objectives.

PERSON SPECIFICATION

Knowledge, Skills and Experience Needed

Educated to degree level or vocational equivalent
Strong business acumen with a track record of generating income and fundraising from a range of sources
Experience of developing and managing multi stakeholder projects
Proven track record of developing relationships with the corporate sector (including SMEs)
Knowledge of corporate social responsibility, local giving schemes and employer supported volunteering
Excellent presentation and communication skills both written and oral
Strong marketing skills
Strong organisational and project management skills
Understanding of, and commitment to, local giving and of its potential and value in society

Personal qualities

Strong team player, capable of leading and decision making whilst also considering wider issues and impact on individuals
Self-motivated
Ability to think and act strategically and develop innovative, creative solutions
Entrepreneurial
High level listening, influencing and negotiating skill; positive, flexible and proactive attitude
Strong networking and influencing skills
Reliability
A full commitment to equality of opportunity with practical ideas for its implementation within the scope of the post

Additional Information

Office Base: The post is currently based at the Community Southwark Offices, 1 Addington Square, Camberwell, London SE5 0HF

Hours of work: 35 per week

Hours of Business

	Office Hours	Flexi-Time
Monday to Friday	9.00am to 5.00pm	8.00am to 6.30pm

A flexi-time scheme is in operation within Community Southwark. The successful applicant must be willing to work within the flexi-time hours. The person appointed may be required to work outside these hours.

Annual Leave: 30 days Annual Leave. The leave runs from 1st April to 31 March.

Pension Scheme: In addition to the salary, there is a company pension scheme to which the company contribution is 5% of your annual salary and employees currently contribute 3% of their salaries.

Cycle to work scheme: The scheme allows employees to get bikes and accessories tax-free. This is done through a salary sacrifice agreement signed for up to £1,000 to be paid in monthly instalments.

Childcare Vouchers: Childcare vouchers scheme for eligible employees through a salary sacrifice agreement.

Volunteering Days: Employees are entitled to up to two days paid leave for undertaking voluntary activities.

Successful applicants will need to prove their entitlement to work in the UK and may be subject to DBS checks.

