

 Portland College	<b>Role Profile</b>
<b>Job Title</b>	<b>Volunteer and Corporate Social Responsibility Coordinator</b>

Salary range	Up to £23,824 per annum
Contract	Maternity Cover
Main location	Portland College
Hours and basis	FT – 37.5 hours per week
Reports to	Marketing Manager
Date of issue	September 2022

**Why Portland College needs this role**

**This role has two key areas of responsibility.**

**Volunteering** – our volunteers generously support us by donating their spare time to help us in a range of roles, such as ground works, administration, fundraising, events marshalling, care support and mini-bus driving. This generosity allows us to save significant funds, which can be spent elsewhere, directly helping to transform the futures of people with disabilities.

**Corporate Social Responsibility** – we have a wonderful network of commercial supporters who help us in many different ways, while fulfilling their own CSR targets. Support from employers can include financial donations, donation of equipment or services, volunteering staff time, workplace fundraising, event sponsorship, project support, payroll giving schemes or utilising our services (e.g. conference facilities and room hire, Woodland Adventure Zone, Portland Pathways).

This role will be responsible for coordinating both areas effectively to increase the impact on our charity, to build lasting relationships with volunteers and employers, and to identify and act on opportunities for growth.

**What you will be doing**

- With support from the Marketing Manager, develop an ambitious strategy to increase the impact of both volunteering and Corporate Social Responsibility initiatives.
- Working towards clear targets to retain and grow support from both volunteers and organisations.
- Be the initial point of contact for volunteers and staff working with volunteers.
- Build relationships with existing volunteers and develop a clear communication and retention strategy.
- Work with departments across the charity to identify volunteering requirements.
- Coordinate the recruitment, induction, deployment and support of volunteers across identified college departments.
- Work with the Marketing Department to coordinate the promotion of volunteering opportunities, including website, social media, PR opportunities, promotional materials and case studies.
- Complete monthly reports on the impact of volunteering and identify areas for improvement and growth.
- Develop relationships with existing corporate supporters and work with them to ensure their CSR involvement meets their needs while providing a positive contribution to Portland.
- Build and manage relationships with new CSR supporters and develop a clear communication and retention strategy.
- Manage the Volunteering and CSR areas of the CRM system.



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- Work with the Marketing Department to coordinate the promotion of CSR opportunities, including CSR Employer Packs, email campaigns, website, social media, PR opportunities, promotional materials and case studies.
- As part of the growth strategy you will proactively contact and meet with key employers to promote CSR opportunities.
- Represent Portland College at events.
- Provide college tours to influential decision makers and potential supporters.

### Key results we want to see from this role

- Increase in active and regular volunteers which will deliver greater value to our charity in terms of contributed working hours.
- Delivery of a clear strategy to grow partnership opportunities among our business networks.
- A proactive and target driven approach to ensure the successful and long-term growth of both CSR and volunteering.
- Monthly reporting to evaluate the impact of volunteer and CSR activities, to inform future planning and to identify opportunities for development.

### Dimensions of the role

- To maximise the benefit of volunteers and CSR to the College

### Key work relationships

- Work closely with the Marketing Team to develop and deliver a clear Volunteer and CSR strategy, ensuring a full suite of promotional tools are available.
- Work with HR to ensure effective recruitment, induction and safeguarding of volunteers.
- Work with college managers to identify key employer contacts and to ensure relevant departments are supported.
- Work with Fundraising, the Education Team and Work Experience Coordinator to ensure collaborative relationships are managed well and employer records on CRM are updated where there is a crossover.
- Liaise with all levels of staff, internal and external across the college.

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
Signature of post holder

\_\_\_\_\_  
Date



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I have read and accept the duties and responsibilities outlined in this role profile.