

Southwark Giving

Corporate Responsibility Development & Event Support Volunteer



COMMITMENT REQUIRED:	8 weeks
WEEKLY HOURS REQUIRED:	1 – 2 days a week (depending on availability)
RESPONSIBLE TO:	Head of Southwark Giving

This role provides an excellent opportunity to gain insight into the corporate responsibility business sector and to connect and develop significant stakeholder relationships across a range of sectors.

This is an exciting opportunity suited to someone who has a particular interest in corporate responsibility, philanthropic giving and voluntary sector and community outreach.

What is Southwark Giving?

Southwark Giving is a place-based giving scheme which is being set up to find new ways to address hidden, unmet and emerging local community needs. It is a strategic partnership of businesses, local funders and public sector who help to leverage money that we can then target at the most pressing need in the borough.

In Southwark we have thriving business and voluntary sectors who currently invest in local communities through Corporate Responsibility programmes and outreach work. Yet, there are still great inequalities, impacting on the health and wellbeing of our communities that need targeted support to change.

Southwark Giving will enable anyone to give time, skills and/or money in collaboration with others to help make a difference to people's lives.

PURPOSE OF ROLE:

Southwark Giving has been developing over the last year and is now close to the point of going live. We have secured some initial investment and are working hard to secure more supporters to ensure the initiative can be a success. This corporate responsibility development volunteer will support the Head of Southwark Giving to develop a pool of potential businesses and supporters who we can promote Southwark Giving to.

WHAT WE WOULD LIKE YOU TO DO:

- To conduct desk-based research on corporate responsibility in large businesses and SMEs within the borough of Southwark, City Square Mile and Canary Wharf, including exploring the scope of businesses and existing CSR programmes
- To support the Head of Southwark Giving with enquiries about the initiative
- To actively share information about and promote Southwark Giving
- To provide support Southwark Giving's mission, vision, values and strategic objectives

WHAT WE ARE LOOKING FOR:

Knowledge, Skills and Experience

Strong organisational skills
Good communication skills
Desirable: some knowledge of corporate responsibility; local giving schemes and/or employer supported volunteering

Personal Qualities

Strong team player
Self-motivated
Positive, flexible and proactive attitude
Reliability

Additional Information

Southwark Giving is supported by Community Southwark – a registered charity (no. 1105835) and a company limited by guarantee in England and Wales (no. 5090324). Community Southwark is the umbrella body for the voluntary and community sector, volunteers and social action in Southwark.

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

Hours: Community Southwark is open Monday – Friday 9am – 5pm. Volunteering can take place within these hours or may be conducted outside of these hours from home (to be discussed and agreed with Head of Southwark Giving)

Training provided

- Induction
- Training specific to the role

Benefits

- Networking opportunities
- Access to Community Southwark training courses
- Applied understanding the workings of a CVS
- We can provide a reference upon successful completion of volunteering role

Expenses

- Public transport travel expenses will be reimbursed up to £5.00 per day
- Lunch expenses will be reimbursed up to a maximum of £5.00 for those who have volunteered for longer than four hours in one day
- To claim any expenses, an expenses form must be completed and receipts attached

To apply:

Please complete the volunteer application form (downloadable from the Community Southwark website: www.communitysouthwark.org)

Return to Helen Atwood - helen@communitysouthwark.org by close of business on **Friday, 13th October**

Southwark Giving – southwarkgiving.org
Twitter: @SouthwarkGiving #Southwarkgiving
Community Southwark: communitysouthwark.org