**Corporate Engagement Officer**

**Join Our Team**

This is an exciting time to join Community CVS. As a growing organisation, we are driving significant change and delivering impactful programmes that make a real difference in the community. This role offers the opportunity for personal and professional growth as you contribute to capacity building, income generation, and the overall success of the VCFSE sector.

**The selected candidate will benefit from:**

* Opportunity to work on multiple business advice and training programmes and rewarding projects that support the VCFSE sector and other sectors.
* Opportunity to further develop professional skills and accreditations.
* Opportunity to contribute to organisational change and development through away days and workstreams.
* A contemporary team structure that emphasises a strengths-based approach.
* Flexible working hours.
* Strong networking opportunities.
* Joining a team that respects individual differences and good mental wellbeing.
* Generous contributory company pension scheme (after probation period).

**Job Description and Person Specification**

Job title: Corporate Engagement Officer

Employed by: Community CVS[[1]](#footnote-1)

Salary: £26,975 to £31,000 full time equivalent (37 hours) – pro rota for 30 hours

Working hours: 30 hours

Responsible to: Accredited Training Centre Manager and Business Director

Location: Boulevard Centre, Blackburn. Will be required to travel to Lancashire locations to deliver training.

**CVS Context**

**CVS Mission: *“****To support individuals, organisations and communities**to achieve their full potential”.*

**The Business Training Centre Team** (within the Business Development Directorate) is responsible for:

* **Leadership and Advocacy:** Developing leadership skills and management programmes for the VCFSE2 and healthcare sectors. Supporting underrepresented groups to aspire to leadership and management positions to make them more reflective of the communities we serve.
* **Collaborations and Partnerships:** Building strong collaborations and networks around business advice, entrepreneurship, economic development, training and workforce development across various sectors.
* **Capacity Building, Development and Training:** Providing business advice, coaching, and mentoring to help individuals, organisations, and communities reach their full potential. Creating and delivering both accredited and non-accredited curricula to meet VCFSE and Healthcare workforce needs. Providing professional services, training and consultancy for the VCFSE and healthcare sectors on a commercial basis.

**Business Directorate**

**Summary of Post:**

The Corporate Engagement Officer will focus on developing and sustaining partnerships with organisations across the VCFSE and corporate sectors. The role has two core functions:

**Corporate Engagement & Giving:**

* Achieve a minimum income target of £60K in Year 1 through corporate giving, sponsorships, and in-kind donations.
* Develop and implement an effective corporate giving strategy that encompasses financial donations, volunteer time, and in-kind resources.
* Build and nurture long-term relationships with corporate partners to secure funding and explore opportunities for collaboration.

**Learner Recruitment & Programme Coordination:**

* Lead outreach efforts to recruit learners for our funded Bootcamp Skills Training programmes, ensuring we meet learner recruitment targets.
* Maintain strong relationships with employers to collect evidence of learner attendance and success, ensuring compliance with programme requirements.
* Liaise with employers and learners to ensure smooth onboarding and continued engagement throughout the Bootcamp journey.

This role offers the opportunity to work in both the VCFSE and private sectors, building and maintaining relationships with employers, corporates, and other stakeholders. The role will also focus on developing CVS’s approach to corporate giving and growing the commercial income we can raise through consultancy and training. Community CVS are looking for a driven, persuasive communicator who excels at managing multiple projects and stakeholders. Strong IT skills and the ability to deliver impactful presentations are essential.

**The Directorate is responsible for:**

**Corporate Giving:** Developing and delivering strategies to secure financial support, sponsorship, and in-kind donations from corporate partners.

**Commercial Services:** The Directorate focuses on offering expert advice in areas such as strategic planning, business growth, and bid writing. *Your role will involve promoting and coordinating the delivery of commercial services, such as consultancy, bid writing, training, and business networks.*

**Accredited Training Programmes:** Community CVS Accredited Training Centre delivers workshops and training to thousands of individuals helping them to achieve their potential. *Your role will involve supporting the recruitment of learners for Community CVS’s funded Bootcamp Skills Training programmes.*

**Business Advice:** Community CVS employs qualified business advisors and consultants and has a bank of associates. Your role will involve promoting their services either to access their service through publicly funded contracts such at the Boost Flying Start contract or on a commercial basis.

**Memberships and Networks:** Through our networks, we facilitate opportunities for collaboration, peer learning, and shared best practices, enabling organisations to expand their reach and enhance their impact. *You will be active in developing commercialisation of networks, participating in the Community CVS Business Network and will attend external networks to develop lucrative partnerships in the corporate and VCFSE sector.*

**Passion:**

The business directorate is passionate about connecting and developing organisations to achieve their full potential, creating new businesses, charities and partnerships to help communities to grow. This includes telling the story of the sector's achievements and celebrating the accomplishments of Community CVS. We are passionate about combining business advice and consultancy with leadership and management training to skill aspiring leaders to implement change within their organisations.

**Personality:**

The Corporate Engagement Officer will be a self-driven, competent business development professional who is passionate about achieving targets and building strong corporate relationships. You will be instrumental in growing Community CVS’s unrestricted income streams and will work collaboratively with the Business Director to achieve ambitious goals.

**Accountabilities**

1. **Corporate Giving**

* Develop and deliver a corporate giving strategy to secure a minimum of £60K in Year 1.
* Engage corporate partners to secure financial support, in-kind donations, and sponsorships through persuasive presentations across Lancashire.
* Engage corporate partners to develop their corporate social responsibility strategies and raise their awareness of CVS and their ability to support their charitable and community giving aspirations through CVS.

1. **Bootcamp Skills Training Provision, business advice and other contracted training:**

* Lead outreach efforts to recruit learners for Bootcamp Skills Training programmes in leadership, management, enterprise, creative industries, climate change and environmental management, primarily focused on the VCFSE and SMEs (small to medium sized enterprises).
* Be the key liaison for employers and learners, ensuring that all communications and compliance processes are clear and efficient – including
* Employer Engagement in demonstrating the need and demand for the training provision
* Employer Engagement and input into the design and ongoing improvement of the curriculum to make it responsive to business needs
* Registration and onboarding of learners
* Chasing up payments of SME contributions
* Employer engagement and feedback on the training provision
* Evidencing of positive outcomes in terms of career progression, increased responsibilities, business growth, etc.
* Aftercare support for the employer and making them aware of other opportunities
* Be the key liaison for employers for business advice and other contracted training provision

1. **Commercial Services**

* Promote the Business Directorate’s Commercial Services (e.g., bid writing, consultancy, training) to prospective clients, securing new business for the organisation. Contributing to a team target of £20K per annum in commercial income.
* Promote Other Community CVS Commercial Services as they are developed that may be relevant to the corporate (e.g. room hire, grant administration, social value partners for public sector tenders)
* Coordinate the delivery of these services, ensuring client satisfaction and the achievement of financial targets.

1. **Networking and Relationship Management:**

* Identify and attend relevant networking events and represent Community CVS in the business and community sectors.
* Build strong relationships with corporate entities, identifying opportunities for future collaboration, sponsorship, and support.
* Attend relevant events to represent Community CVS and its stakeholders, building relationships and identifying new business opportunities.

1. **Other:**

* Any other tasks or projects required by the Business Director, The Accredited Centre Manager or the Chief Executive.

**Measurable Outputs:**

* Achieve or exceed the corporate giving target of £60,000 in Year 1.
* Meet or exceed learner recruitment targets for the Bootcamp Skills Training programmes.
* Maintain accurate, auditable records of corporate engagement and learner recruitment.
* Deliver high-quality presentations and corporate giving pitches, securing new partnerships.
* Contribute to the team’s commercial income target of £20,000 per annum.
* Contribute to the team’s delivery of the outcome targets for the business advice contracts and Bootcamp Skills training contracts.
* Contribute to the Co-ordination and delivery of Community CVS programmes and services effectively, ensuring smooth delivery and client satisfaction.

**Culture and Behaviours**

The postholder will be expected to commit to and demonstrate how they clearly live out and embrace the values of Community CVS, which are:

* + **Community Stewardship:** valuing service to the community over self-interest and believing everyone has a responsibility to support positive social change. To advocate on behalf of our communities, especially the most vulnerable.
  + **Co-operation and Solidarity:** valuing mutual support with everyone helping each other to deliver positive social change.
  + **Equity and Fairness:** valuing the well-being of everyone and striving to achieve social, economic and environmental justice for all.
  + **Non-Judgemental:** valuing everyone for who they are without prejudice or judgement.
  + **Voluntary Action:** valuing volunteering and activity that is not pursued for private gain or profit but for social benefit and for helping our community.
  + **Willing to listen, learn and innovate:** valuing everyone’s ideas and voice, and willing to try new ways of working to improve what we do and the impact we have.

The postholder must represent Community CVS professionally and politely at all times and not bring the organisation into disrepute. The postholder must complete all compulsory training within given timescales and being committed to continuous professional development.

The postholder and all CVS employees and volunteers has a responsibility for safeguarding children and vulnerable adults and promoting the welfare and safety of everyone within care. This includes:

* A responsibility to ensure a safe environment in which CVS services can be delivered.
* Identifying children and vulnerable adults where there may be safeguarding concerns.
* Following the organisation’s Health and Safety and *Safeguarding Policies* in addressing any concerns appropriately.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

**Date Reviewed: 06th January 2025** A blue circle with white text

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**Person Specification**

**Essential Knowledge, Skills and Abilities:**

You will be a well-presented, professional, articulate and driven team player with a strong work ethic. You will welcome challenges and new responsibilities within your role. You will have an incredibly high attention to detail and the ability to work with corporates generating income. You will be personable and good at relationship management.

* Proven ability to meet or exceed income targets, ideally with experience in corporate giving or a related field.
* Demonstrated success in engaging corporate entities and building lasting partnerships.
* Strong relationship management skills, with the capacity to engage effectively with senior leaders and key stakeholders.
* Highly organised, process-driven, and capable of managing multiple initiatives simultaneously.
* Excellent communication skills, both written and verbal, with the ability to deliver persuasive impactful presentations.
* Strong IT proficiency, including the use of Microsoft Office, CRM systems, and social media for professional networking and engagement.
* Strong organisational skills and the ability to manage projects from conception to completion, ensuring all objectives are met.

**Desirable Knowledge, Skills and Abilities:**

* Knowledge and Understanding of voluntary, community, faith and social enterprise organisations and the VCFSE Sector, particularly in Lancashire
* Knowledge and Understanding of Corporate / commercial businesses, particularly in Lancashire
* Knowledge and Understanding of delivering funded programmes or managing projects with clear performance and compliance expectations.
* Has a willingness to commit to continuous professional development in areas such as Corporate Giving, Fundraising and Sales

**Essential Qualifications**

* Level 3 qualifications (e.g. A-Levels, T Levels, Diploma or equivalent)
* 5 GCSE / O Levels- including Mathematics and English
* An IT qualification or demonstrate proficiency in the use of IT

**Desirable Qualifications or Specialisms:**

* Willingness to pursue continuous professional development

**Essential Professional Experience Required:**

* Experience of presenting / making sales pitches to corporate business
* Experience of meeting and exceeding recruitment or sales targets

**Desirable Experience:**

* At least 3 years’ experience within a external facing role within a commercial business or VCFSE Sector organisation
* Ideally experience of corporate giving or a related fundraising field
* Experience with marketing or design tools (e.g., Canva, Adobe) for creating presentations and promotional materials.

***Community CVS celebrates the value of diversity, and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We are committed to continue building an environment that embraces diversity and includes all.***

All employees at the Business Training Centre are required to be DBS checked (Cost covered by Community CVS) and have their professional profiles stored within our auditable systems. If successful at interview, you will be required to provide two references and share original copies of qualification certificates (for photocopying). If you do not possess an essential qualification but are willing to register and commit to completing the necessary qualification as part of your probationary period – you should apply and we will consider your application on its merits.

1. Community CVS is the trading name of Blackburn with Darwen Council for Voluntary Service. Charity Number 1008190. Company Number 02668971.

   2 VCFSE stands for Voluntary, Community, Faith and Social Enterprise and includes any not for private profit organisation that seeks to have a positive social, economic or environmental impact within our communities. [↑](#footnote-ref-1)