



**MAYOR'S
FUND FOR
LONDON**

HELPING YOUNG LONDONERS GROW



Senior Business Engagement Coordinator

JOB PACK

April 2022



SENIOR BUSINESS ENGAGEMENT COORDINATOR

Contract period: Permanent
Hours: 35 hours per week (5 days a week, 9am-5pm) – core hours
Salary: £28,000 - £33,000 per annum (dependent on experience)
Reports to: Business Engagement Manager
Location: 169 Union Street, London SE1 0LL

There is a hybrid home/office working arrangement for all staff.

Terms of appointment include: 25 days annual leave, plus bank holidays, pension scheme - 3% employer contribution, flexible working and volunteering days.

ABOUT US

The Mayor's Fund for London is a pan-London, non-political, independent charity, championing opportunities for young Londoners from low-income backgrounds. We believe that all young people, regardless of their starting point in life, should be able to thrive in their community, forge fulfilling careers and are able to take advantage of the outstanding opportunities that London has to offer. The Mayor of London is our patron.

Our work in the fields of food, wellbeing, numeracy, and employment raises awareness of the barriers facing young Londoners, promotes activities which increase their opportunities and brings together the partnerships to make a measurable impact on young Londoners' lives. By 2025 we aspire to have improved the prospects of a minimum of 120,000 young Londoners.

Our work will help:

- Eradicate food insecurity and social isolation amongst children and young people in London.
- Ensure that no child in London leaves school without a positive attitude to maths
- Level the playing field in access to great careers for young Londoners from lower income backgrounds and their better off peers.

In 2021, we supported around 40,000 young Londoners aged 4-24 across all 33 boroughs, working in partnership with schools, charities, community organisations, local authorities and employers.



BACKGROUND

Access Aspiration is a careers guidance and employability support programme, providing bespoke careers support and guidance for sixth form students who are making key decisions about their future careers and may lack access to employers through their own connections. In partnership with London's business community, we aim to create more visibility of employment pathways by working with businesses to provide aspirational work placements, employer insights and meaningful employer encounters in schools. We work with businesses advocating a diverse and inclusive workforce in their sector.

THE ROLE

The Senior Business Engagement Coordinator will be responsible for building and maintaining effective relationships with business volunteers; liaising to match volunteers with demand from schools; and supporting delivery of volunteer opportunities in business and school settings. They will support the Business Engagement Manager with account management and stewardship of our business partners and funders.

Whilst the main focus is with Access Aspiration programme activity, the post holder will work with colleagues in fundraising, communications, food & wellbeing and numeracy teams to explore wider business volunteering opportunities.

PURPOSE OF THE ROLE

The Access Aspiration programme works with a growing targeted network of schools with high levels of Pupil premium and business partners - corporates, public bodies and not-for-profit organisations - to provide meaningful encounters between students and employee volunteers. The Senior Business Engagement Coordinator will maximise the number of meaningful encounters that we can facilitate whilst ensuring a high-quality experience for all parties.

The role involves managing the process of communicating with business volunteers and our schools network to organise careers education activity; ensuring volunteers are fully briefed for planned activities; account management – specifically of our public and charity sector partner organisations; and managing, updating and tracking volunteer opportunities through our Salesforce database.

We are looking for a dedicated individual with proven experience in engaging and managing relationships with employee volunteers with excellent written and verbal communication, strong IT skills and a positive approach to their work.

Travel across London for meetings or events will be required and the role will involve occasional evening and early morning events at both Union Street, where the staff team is anchored, and at City Hall in the Royal Docks, so a flexible approach to working hours is required. Staff will be expected to be in the office a minimum of two days per week.

JOB DESCRIPTION

Business account management and programme delivery

- To support the Business Engagement Manager with account management of Access Aspiration partners ensuring business volunteers involved in careers activity receive a high-quality experience
- Ad hoc support with delivery of Access Aspiration activities such as webinars, work experience, business insights and in-school sessions
- Work closely with the Communications team to provide images, testimonials and follow up case study leads
- Assist with keeping business facing documents and guidance up to date
- Contribute to the ongoing development of the programme, thinking creatively about suggestions for new programme areas

Volunteering coordination

- Build effective relationships with a pool of volunteers from our corporate partners and public sector partners, engaging employees for upcoming volunteering opportunities within schools.
- Provide clear visibility of volunteering opportunities for corporate partners to take up (working with the Schools Project Manager)
- Match business volunteers with suitable in-school volunteering opportunities (industry speakers, speed networking, mock interviews, employability training)
- Ensure business volunteers are fully briefed for sessions
- Manage logistics and practicalities of encounters between schools and employee volunteers (including checking the suitability of placements in line with safeguarding practice)
- Develop and innovate new volunteering opportunities

Admin and reporting

- Maintain the Salesforce database with accurately recorded details of all business and school activity on to the in-house CRM system and other tracking systems on an ongoing basis
- Prepare and deliver presentations on Access Aspiration to key stakeholders
- Prepare and present reports as required including at weekly team meetings, wider organisation meetings and external meetings
- Undertake any other administration relating to business engagement and volunteering as requested by the Business Engagement Manager

General

- To actively promote the MFL brand with the business and school communities
- To undertake other duties across the Mayor's Fund for London that are commensurate with the role
- To work alongside delivery partners, other staff in the Mayor's Fund for London Team and at the Greater London Authority (GLA)

PERSON SPECIFICATION

- Have an interest in the charity sector and working with London schools and businesses
- Experience of establishing, maintaining strong relationships, and growing corporate accounts
- Experience of communicating with businesses - both the need for their support and how the programme can support their objectives
- Experience of using Salesforce or a similar CRM database
- Strong IT skills, with good experience of using the Microsoft Office suite
- Confident using MS Teams, Zoom and similar platforms
- A strong understanding of the barriers facing young Londoners from low income and ethnically diverse backgrounds in accessing high quality encounters with employers and securing employment

Candidates for the role should be able to demonstrate:

- Strong organisational and interpersonal skills and an outgoing nature
- A self-starter with flexibility, high energy and enthusiasm
- Strong team working
- Ability to use initiative and work positively and independently
- Demonstrable time management skills
- Proficiency with Microsoft Office
- Excellent interpersonal skills
- Excellent communication skills

They should be reliable in their day-to-day activities, have a keen eye for detail and excellent planning and organisational skills. In return we offer a role in a growing, enthusiastic, fast-moving team and the opportunity to make a real difference to the lives of young Londoners.

The Mayor's Fund for London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds. We particularly welcome applications from Black, Asian and Minority Ethnic candidates and those with relevant lived experience or who were on Free School Meals as a child.

Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with the Mayor's Fund for London commitment to Safeguarding.

The Mayor's Fund for London is an equal opportunities employer.