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| **Role Title** | **CSR**  |
| **Department** | Creative Learning, Parks and Sales  |
| **Team** |  |
| **Responsible To** | Creative Learning Producer: Volunteers and Interpretation Learning |
| **Overall job purpose** | Corporate Social Responsibility (CSR) is a self-regulating business model that helps a company be socially accountable. As a charity, we are able to apply to companies to tap into their CSR pot and maintain our charitable aims. CSR volunteer opportunities can be arranged across a range of roles and department, please see other Volunteer opportunities listed, or maybe you’d like support the development of CRS opportunities listed in the descriptor below. CRS volunteering can be arranged for individuals or groups.Our volunteering programmes team is looking at developing a network for CSR opportunities, in and around Alexandra Palace. We need help from an experienced and proactive volunteer to support the development of a CSR network; tasks will include research local businesses and companies, create a contacts database, research funding opportunities.  |
| **Key internal relationships** | Creative Learning Producer: Volunteers and Interpretation Learning, Park Manager & Volunteer Administrator |
| **What you will be doing:** | * Understand Alexandra Park and Palace’s charitable status and aims and supports the development of a CSR network to apply for vital funds to support the Palace.
* Search companies in the UK, EU and further whose CSR align with Alexandra Park and Palace, creating a database of company information, contacts and monitor the application process.
* Support the application for funds through your CSR database, creating long-lasting relationships with corporations who can help Alexandra Park and Palace achieve *and* maintain their Charitable aims.
* Trust & Foundation prospecting - discover and analyse other routes to subsidise income to Alexandra Park and Palace.
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| **What are we looking for:**  | *Essential***Education / Qualifications / Memberships*** **n/a**

**Experience**Though it isn’t essential to have significant experience in this area, some experience is desirable. Full training will be provided.**Skills and Knowledge*** Creative Writing
* Strong communication skills including good standard of English
* Able to write to a brief
* Understand business behaviours and charitable aims
* Basic numeracy skills
* Able to research companies and people in depth
* Patience
* Attentiveness
* Punctuality
* Ability to work independently and as part of a group
* Computer Literate (MS Office)
 | *Desirable*FundraisingBid WritingBudgeting (large scale) CSR ProspectingProcurement* Fundraising
* Financial planning
* Innovative thinker
* Quick problem solving
* Understanding of the history of Alexandra Park and Palace
* Understanding of the charitable aims of Alexandra Park and Palace
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General Obligations

1. **Health and Safety**

All volunteers have a duty to uphold the health and safety of people at work and members of the public on site in accordance with H&S legislation and AP policy.

1. **Equality**

Commitment to equality of opportunity in the service we provide to our customers and as an employer.

1. **Safeguarding**

Demonstrate commitment to safeguarding of children, young people and vulnerable adults.

1. **GDPR**

To handle personal data in accordance with the organisation’s data protection policy and to record all processing activities in the organisation’s data register where appropriate.

**Behavioural Competency Framework – Volunteers**

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|  | **We Will** | **We Won’t** |
| We are **Collaborative** | * Look out for and support each other
* Help less experienced volunteers and employees
* Try to help customers and visitors who have challenges or complaints and take them to the right person
* Be flexible and support wherever needed
* Build relationships with all
 | * Say “no” when asked to help
* Cancel - except in extreme emergencies
* Let others down
* Be overly precious about what we do
* Work in isolation
 |
| We are **Bold** | * Actively provide feedback to the organisation
* Share our ideas and experience freely with all– what we do elsewhere that makes a difference
* Be open to new ideas and new ways of doing things
 | * Keep ideas for improvement to ourselves
* Act unenthusiastically
* Make assumptions and blinker creativity
* Have rigid opinions on how things should be done
* Dismiss the ideas of others
* Make the same mistakes
 |
| We are **Passionate & fun** | * Demonstrate enthusiasm and excitement all we do
* Spread the word about Ally Pally at every opportunity
* Praise colleagues for a job well done
* Be friendly and cheerful
* Bring energy and fun to the role
* Inspire others through our own self-motivation
 | * Ever say “I’m only a volunteer”
* Look bored and disinterested when volunteering
* Act in an unfriendly manner
* Give up when the going gets tough
 |
| We are **Resourceful** | * Demonstrate a can-do attitude and share ideas and solutions to problems
* Think outside the box
* Anticipate our customer’s and visitor’s needs
* Be reliable and deliver what is asked of us
* Deliver on our promises
 | * We won’t assume that someone else will do it
* Say it is someone else’s responsibility – we will take ownership
* Won’t be wasteful with time and resources
* Grumble & moan
 |
| We are **Open & Genuine** | * Show tolerance and patience with all
* Welcome new volunteers and share our knowledge and experience
* Work as equals and respect each other
* Arrange socials and lifts
* Acknowledge the experience of others when we don’t know something
* Put aside personal bias and judgments
 | * Judge other volunteers for their level of input
* Point score
* Act in a superior or bossy way
* Criticise others or Ally Pally in front of members of the public or other volunteers
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