

JOB DESCRIPTION

Title:	Interim Corporate Responsibility Manager, Better Bankside
Length of Contract:	Four months
Salary:	£32,569 per annum <i>pro rata</i>
Hours of work:	37 hrs per week including occasional evening working
Location:	Bankside Community Space, Unit 18 Great Guildford Street, London SE1 0SY
Reporting to:	Deputy CEO

Background:

Better Bankside is the UK's third-ever Business Improvement District (BID). It is a business-led company representing c. 460 businesses in the area around Tate Modern – bounded by the river, Blackfriars Rd, Union Street and Borough High St. It was established by ballot of businesses in 2005, and successfully renewed in a 2010 re-ballot. Better Bankside's core funding comes from an annual 'levy' on its member businesses.

Better Bankside's programme is divided into eight 'themes', each of which is directed by a 'theme group'. As well as including several of Better Bankside's levy-paying business, the Corporate Social Responsibility theme group also brings in some stakeholders from outside the BID area, including Land Securities, London South Bank University and King's College.

Job Purpose:

The postholder will be the lead officer for the implementation of Better Bankside's Corporate Responsibility programme.

To date Better Bankside's programme has focused on community engagement. Its priority has been the needs of local 4-10 year-olds and their families, as well as 11-19 year-olds 'with an emphasis on preventing economic and physical inactivity'. The programme is underpinned by the January 2007 document 'Discovering the Needs' and its review in November 2009. The key elements of this programme are 1) support for five 'community partner' organisations, 2) a volunteering programme for local employees and 3) Better Bankside's 'Events Academy' and workplace exposure programmes for young people.

In line with the changing priorities of its member businesses, however, Better Bankside's Corporate Responsibility programme has expanded to include the following new elements, all of which will be integral to the postholder's work:

- Environmental management & carbon reduction – Better Bankside is working with Southwark Council, other central London BIDs and its member businesses to reduce 1) energy and water usage, 2) waste and 3) CO2 emissions. Through the Cross River Partnership-led 'Smart Green Business' initiative, there is substantial financial and logistical support available to support this programme.
- 'Local jobs for local people' – Better Bankside is working with the adjoining BIDs to implement a mechanism by which local employers can source Southwark-based employees. This represents an exciting step-up in the employment programme as well as an important piece of co-working across the SE1 business area.
- Wellbeing at Work – through this exciting DWP-funded pilot project, Better Bankside is seeking to enhance the wellbeing of its member businesses' employees. Although this strand of work may end up sitting elsewhere within Better Bankside, responsibility for the delivery of the pilot lies with the CR Manager.

Principal Accountabilities:

- To deliver and develop the existing employee volunteering programme, ensuring that targets for long-term and one-off volunteers are met
- To work with Better Bankside's member businesses to build a local culture of employee volunteering
- To support Better Bankside's 'community partners' and other schools and community groups, through a variety of initiatives, including provision of relevant workshop sessions and other in-kind support.
- To manage Better Bankside's own programmes for young people – currently the Events Academy and the workplace exposure visits
- To work with colleagues and other partners to develop and deliver Better Bankside's programme of local employment
- To work with colleagues and other partners to develop and deliver Better Bankside's resource efficiency and carbon reduction programmes, notably in association with the pan-London 'Smart Green Business' initiative
- To deliver Better Bankside's pilot employee health programme
- To co-ordinate Better Bankside's annual Christmas appeal 'Bring a Better Christmas'.
- To identify sources of external funding that might be appropriate for Better Bankside CR projects, and to submit applications.
- To ensure that Better Bankside's community engagement programme is always based on an up-to-date assessment of needs among residents and other non-business stakeholders in the area
- To organise and run the six-weekly meetings of Better Bankside CSR theme group.

Person SpecificationEducation

- Educated at least to 'A' level standard (two passes)

Knowledge Relevant to the Job

- Understanding of the impact of business upon the environment and appropriate initiatives to mitigate this impact
- Understanding of the obstacles to advancement confronting many residents in inner-South London communities, particularly young people
- Understanding of the strategies employed by businesses – both individually, and with relevant agencies – to improve their corporate responsibility performance and reporting
- Understanding of the business environment and the commercial priorities of individual businesses
- Understanding of the Business Improvement District (BID) mechanism, both in the UK and worldwide.

Experience*Desirable:*

- Experience of working with businesses in a corporate responsibility capacity, whether internally or with a partner agency
- Experience of preparing funding application bids
- Experience of negotiating with a range of different stakeholders to bring about change

Skills & Abilities

- Highly organised and efficient, able to make best use of time

- Confidence and skills to telephone and meet individuals and groups from both the commercial and community sectors
- Ability to speak and write clearly and concisely
- Good skills in the use of technology, including word processing, spreadsheets and presentations
- Awareness of, and sensitivity to, the diverse social, religious and cultural experiences of residents and community groups
- Ability to work with businesses, residents, voluntary sector and amenity/interest groups
- Ability to manage work successfully to achieve agreed outcomes and outputs
- Ability to prioritise and work independently to overcome problems and complete tasks
- A high level of self-motivation and ability to maintain services under pressure
- Willingness to work outside normal office hours on occasion

Applications

Applications for this interim post are invited from interested individuals, including those who wish to remain self-employed. Please submit the following by email to Rahima Begum at rb@betterbankside.co.uk.

- A CV of no more than three pages of A4
- A covering letter not exceeding 500 words

If you have any questions about the post, please call or email Giles Semper on 020 7928 3998, gs@betterbankside.co.uk.

The deadline for applications is 5pm on Thursday 26th August. Interviews will be held on 2nd September.