



## Job Description

<b>Job Title:</b>	Engagement Officer
<b>Location:</b>	Woodstock, Oxfordshire
<b>Reporting to:</b>	Engagement Manager
<b>Responsible for:</b>	N/A
<b>Salary Band:</b>	£25,000 - £32,612 (starting salary expected to be in the region of £26,000)
<b>Contract:</b>	0.6 FTE with a probation period of six months

**Plunkett Foundation** is a national charity with a vision for resilient, thriving and inclusive rural communities. To achieve this, we support people in rural areas to set up and run a wide range of businesses which are genuinely owned by local communities, whereby members have equal and democratic control. Today, we represent over 800 'community businesses' in rural and urban areas throughout the UK, from shops and pubs through to woodlands, farms and fisheries.

Through our support for community businesses, we have a specific mission to create innovative, impactful and inclusive spaces. We achieve this by helping community businesses to:

- Provide a wider range of services and amenities that communities value and need
- Stimulate the local economy through localised supply chains
- Boost opportunities for employment, training and volunteering
- Benefit people who are most disadvantaged and excluded in today's society
- Offset climate change through delivery of environmentally sustainable initiatives
- Harness digital technologies to enhance business performance
- Promote equality, diversity and inclusion by creating safe and welcoming spaces for all.

In practical terms, Plunkett raises awareness of the community business model UK-wide and provides business support and training to help these businesses start-up and go on to thrive. As a membership organisation, we also seek to represent the interests of rural community businesses through research, policy and public affairs.

**Our Culture and Values:** At Plunkett Foundation, we operate as a team. This means that every member of staff is expected to support the organisation as a whole, and as and when required, this means helping others to meet important targets or complete organisation-wide initiatives. As such, there will be times when you are asked to work on tasks outside of your job description – but it also means that the whole of Plunkett is there to support you when required.

Plunkett staff strive to live up to our values of being *inspiring, accessible, dedicated, inclusive and collaborative* and we look for these characteristics in our recruitment process. We also expect all Plunkett staff to demonstrate a knowledge, understanding and commitment to equity, diversity and inclusion and its application in all that we do.

Plunkett Foundation has an office based culture, which means we expect all staff to spend the majority of their time in our Woodstock office. However, we do operate a flexible working policy which enables remote working and amended hours to accommodate a work-life balance.



## Job Purpose:

This is a newly created role which will support the administration of Plunkett's fundraising activities, and associated campaigns and events. The post sits within the Engagement Team which is responsible for creating and nurturing long term relationships with our members, corporate partners, Trusts and Foundations and wider stakeholders. The post holder will primarily be assisting the Engagement Manager, as well as the Head of Engagement, and their tasks will include a combination of internal administration as well as external relationship building.

## Principal Accountabilities:

There are four key areas of accountability:

1. Support the planning and delivery of events and campaigns such as the annual Rural Community Business Awards and Walk for Plunkett. This will involve:
  - Identifying event spaces, booking and liaising with venues on our requirements
  - Support event content planning and creating event materials
  - Assisting with the preparation for marketing materials, and promoting events and campaigns via our website and social media
  - Working closely with the Community Business Team to encourage community businesses to participate in our events and campaigns
  - Co-ordinating and manage event bookings and delegate enquiries
  - Attending relevant events and campaign meetings which will sometimes require travel and working outside of office hours
2. Support Community Fundraising Initiatives which include community businesses undertaking their own fundraising events. This will involve:
  - Working closely with the Community Business Team to encourage community business members to participate in fundraising activities
  - Acting as the first point of contact for all community fundraising enquiries, managing and responding to enquiries in a warm, professional and timely manner
  - Supporting members to raise money for Plunkett by utilising our fundraising guidance pack
  - Tracking community fundraising events and associated income, running reports from donation platforms such as JustGiving and reporting updates to the Engagement Manager
3. Support our Corporate Partnership Activities. This will involve:
  - Supporting the Engagement Manager and the Head of Engagement to set up meetings with partners and other administrative tasks as required
  - Identifying opportunities for corporate volunteering with our network of community businesses and managing a database of those opportunities
  - To be the point of contact for both the corporate volunteers and the community businesses to ensure the very best experience for everyone.
4. Support our Fundraising Activities with Trusts and Foundations
  - Coordinating the management of a grant funding database
  - Advising on timescales for report writing and issuing renewals
  - Assisting with report writing and grant requests



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You will be expected to carry out any other duties that may reasonably be required in line with your main duties.

### **Person Specification:**

This will be both an internal administrative role as well as being an outward facing role where the highest level of customer service is expected, and with each day, you will be excited about speaking with our members, supporters and beneficiaries to engage them with Plunkett's fundraising activities.

It is not essential to have prior experience of community businesses, fundraising or website management as all training will be given in house, or externally, as required. However, it is essential to be confident with managing day to day administrative tasks and a good working knowledge of Microsoft office and a good confidence level with IT as we utilise different online platforms to support our activities.

Plunkett seeks to maintain a collaborative and supportive working environment, so a team-oriented approach is a must. An understanding of the charity sector, as well as rural communities and the challenges they face would also be an advantage, but is not essential.

We are seeking a candidate that is self-motivated and can manage a demanding and varied workload effectively. Ideally we would like a team member that has a passion for community-based activities in order to achieve positive social impact.

You will maintain the image of Plunkett in relation to external stakeholders by adhering to professional standards of work quality and personal behaviour. And all staff members are expected to adhere to Plunkett's policies and processes.