

high

trees



Job Pack

**CORPORATE AND
COMMUNITY VOLUNTEER**

Welcome to High Trees!

High Trees Community Development Trust was established by residents in 1998 to serve the needs of the local community in Tulse Hill. We were set up by local residents from St. Martins' Housing estate, who campaigned to bring the recently closed public library into community ownership.

Since then, High Trees has grown into a multidisciplinary charity. We continue to stay true to our founding vision, to deliver impactful services focusing on the needs of the local community.

Our 5 cornerstone support areas provide integrated services in:

- **Community Action:** We provide support and training to diverse groups and organisations, enabling them to take community action on issues that matter to them. Our focus is on amplifying user voice across High Trees, ensuring greater representation in decision-making. We also create high-quality volunteering opportunities that strengthen our services and deepen community engagement.
- **Community Education & Training:** We specialise in delivering basic skills training to provide individuals with the skills they need for work and life, including ESOL, functional skills, ICT and vocational courses.
- **Employment & Careers:** We provide bespoke one-to-one employment support with experienced advisors who are experts in helping those with multiple barriers find work.
- **Research & Development:** Focusing on our partnerships, community-based research and sector capacity building support, our Research & Development team work across all services, teams and wider Lambeth to develop collaborative working practices and strengthen the sector.
- **Children, Young People & Families:** Running the Tulse Hill Adventure Playground and working on the basis of early intervention, we deliver a range of services focused on play, study, coaching and social action aimed at improving the aspirations and well-being of children and young people.

High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

CORPORATE AND COMMUNITY VOLUNTEER OFFICER

Job Description

Salary	£25,000 - £30,000 pro rata per annum
Hours	35 hours per week
Location	High Trees, 220 Upper Tulse Hill, SW2 2NS (office-based)
Reporting to	Head of Community Action

The Corporate and Community Volunteer Officer plays a crucial role at High Trees, focusing on driving our corporate volunteering strategy to deliver meaningful, high-impact programs that support both the local community and our corporate partners. Corporate volunteering is at the heart of this role, and you will take the lead in designing and delivering innovative initiatives that align with corporate social responsibility (CSR) goals and generate essential resources to sustain and grow High Trees' diverse services.

As the primary point of contact for our corporate partners, you will build and maintain strong relationships with businesses, ensuring their engagement and contributions go beyond one-off activities to form lasting, strategic partnerships. You will design tailored corporate volunteering opportunities, such as team-building volunteer days and skills-based initiatives, that deliver measurable benefits for both the business and the community. You will also explore and secure additional funding streams through sponsorships, grants, and creative collaborations, positioning High Trees as a leader in impactful corporate-community engagement.

While the corporate element is the primary focus, you will also oversee High Trees broader volunteering program for local residents, managing their recruitment, training, and placement across our services. This includes providing young people with meaningful work experience placements that offer diverse opportunities for personal and professional development. This is a programme working with a small group of residents each year, with the focus on making sure the programme is of real tangible value to those involved.

This role is ideal for a highly motivated individual with a strong background in corporate engagement, relationship management, and strategic thinking, who is passionate about using partnerships to create lasting community impact.



KEY RESPONSIBILITIES

Corporate Volunteering (primary focus)

- Lead the design and delivery of innovative corporate volunteering programs that align with business CSR goals while addressing community needs.
- Develop and promote tailored opportunities for corporate teams, including team-building volunteer days, pro-bono skills-based projects, and other creative initiatives.
- Build, nurture, and manage long-term relationships with corporate partners to ensure sustained engagement and meaningful collaboration.
- Identify and secure additional funding and resources from sponsorships, grants, and in-kind support, leveraging corporate partnerships to enhance High Trees' impact.
- Act as a strategic advisor to corporate partners, helping them align their volunteering efforts with impactful social outcomes.
- Collaborate with High Trees' communications team to effectively market corporate volunteering opportunities, showcasing success stories and measurable impacts to attract and retain business partners.
- Track, evaluate, and report on the outcomes of corporate volunteering initiatives, ensuring continuous improvement and demonstrating value to stakeholders.

Community Volunteering

- Oversee the recruitment, training, and induction of community volunteers, ensuring a seamless and positive experience throughout their volunteering journey.
- Work closely with internal teams to place volunteers in meaningful roles that align with their skills and interests, while meeting the needs of High Trees' programs.
- Manage and support young people's work experience placements, providing them with varied and enriching opportunities across High Trees' services.

PERSON SPECIFICATION

The person specification is an idea of the skills, knowledge and experience required to carry out the job. It will be used in the short listing and interview process for this post.

Essential

- At least one year of experience in the voluntary, community, or corporate engagement sector.
- Proven experience in building and managing partnerships, particularly with corporate stakeholders.
- Strong written and verbal communication skills, with the ability to engage and inspire diverse audiences, including business leaders.
- Excellent interpersonal and negotiation skills to develop and sustain relationships with external partners.
- Demonstrated ability to manage multiple projects simultaneously, with strong organisational and time management skills.
- Proficiency in Microsoft Office and other relevant IT tools.

Desirable

- Experience in managing volunteers or volunteer programs.
 - Familiarity with corporate social responsibility (CSR) strategies and corporate-community engagement best practices.
 - Knowledge of fundraising, sponsorship, or grant applications in a corporate context.
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HOW TO APPLY

Please send a CV and covering letter (no more than 2 pages) giving an overview of your skills and experience, using the person specification as guidance. Please also attach the applicant monitoring form and the additional information form and send these across to recruitment@high-trees.org with 'Corporate and Community Volunteer Officer' in the subject line.

All applications must be received by 7th February at 11:59pm.

QUERIES

If you have any questions about the role or High Trees, please contact recruitment@high-trees.org

Working at High Trees

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 30 have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

All our staff are supported to grow and develop through regular one-to-ones with their manager, a programme of organisation wide and individual CPD. They are given the opportunity to contribute to the work of the organisation as a whole rather than focused solely on the work of their team. We're proud of the fact that over 50% of our Management Team have been promoted from within our organisation.

Employee Benefits

- 35 days annual leave (inclusive of bank holidays and 3 Christmas days) rising by 1 day each year after 2 years' service (capped at an additional 8 days)
- Enhanced maternity/paternity/adoption leave after 2 years' service
- Save money off a new bike with the Cycle to Work scheme
- Up to 7% contribution to the staff pension scheme
- 24/7 Employee Support Line
- Clear pay structure with yearly increments (based on performance)
- Annual Staff away day
- Premium eye-care vouchers through Specsavers and season ticket loans

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.

