



# Job description

**Corporate Research Volunteer**



## Corporate Research Volunteer

# Corporate Partnerships

<b>Place of work:</b>	47-49 Durham Street, London SE11 5JD
<b>Pay band:</b>	n/a
<b>Salary:</b>	Unpaid Voluntary Role - Reasonable travel expenses from within London zones 1-6 and £7.00 towards lunch
<b>Contract type:</b>	n/a
<b>Reports to:</b>	Prospect Research Officer / Research & Insight Manager
<b>Manages:</b>	n/a
<b>Time required:</b>	Ideally, 3 days a week – can be flexible depending on your availability
<b>Duration:</b>	3 months (with possibility of extension)
<b>Start date:</b>	Early April

## Team description

You will be part of the Corporate Partnerships Team, working to support WaterAid's Research & Insight Manager and Prospect Research Officer in identifying and researching prospective partners. The information collected will be key in defining our strategic approach to prospecting corporate partnerships.

Your research and administrative support will be a vital contribution to our work, enabling our fundraisers to maximise their time and help WaterAid reach everyone, everywhere with safe water, sanitation and hygiene by 2030.

The Corporate Partnerships Team sits within the Strategic Partnerships Department and is responsible for developing and implementing WaterAid's corporate engagement strategy. This includes soliciting new and managing existing relationships designed to secure and grow income from the private sector to support our work all over the world. Corporate Partnerships are recognised as a key area of income growth within WaterAid. This role sits within the Business Development team, reporting directly to the Prospect Research Officer.

## Job purpose

The Corporate Research Volunteer role is ideal for someone with excellent research skills and a specific interest in the relationships between NGOs and the private sector. It is an excellent starting point for someone wishing to pursue a career in the charity sector, who is keen to gain research and administrative experience in an office environment.

The purpose of the role is to provide high-quality research outputs that will support the Business Development team with developing high value, multi-year partnerships with the private sector.

The role will also include the collection and analysis of information for specific corporate engagement projects and administrative support for the Corporate Partnerships team as a whole.

This role can be partly home-based and requires a certain level of autonomy. However, it will offer the successful candidate opportunities to work in the WaterAid office and interact on a regular basis with WaterAid employees across multiple departments. The role is a great opportunity to understand the strategy and projects NGOs develop to engage with corporate partners, trusts and foundations, and the factors influencing the success of these partnerships.

## Accountabilities

### *Examples of Tasks*

- Company research – gathering company information (size, employees, offices, turnover, profit, senior management) and analysing it to generate an effective pipeline of prospects.
- Researching and summarising marketing and Corporate Social Responsibility information for brands and companies.
- Collect and present accurate information on key contacts within corporate prospects and existing partners, in accordance with the General Data Protection Regulations (GDPR).
- Accurately presenting information according to the team's requirements.
- Supporting the team with administrative tasks including data entry.
- The role may develop into other areas (philanthropy, trusts and foundations) depending on the length of time the volunteer can commit



### *Specific projects*

In addition to the tasks outlined above, the Business Development team currently has exciting and long-term research projects in the pipeline, which we would like the successful candidate to work on. These projects will allow the volunteer to take ownership of a specific part of the project.

## **Person specification**

### *Relevant Skills and Experience*

- Commitment to WaterAid's ethos and work
- Excellent research skills and attention to detail
- Ability to quickly find and analyse large amounts of content and extract and succinctly distil relevant information/data
- Efficient and effective at information gathering, using a range of sources.
- A methodical and rigorous approach with accurate and clear written communication style
- Ability to plan own time and work independently, as well as part of a team.
- Interest in business strategy and the factors influencing companies' CSR agenda
- Advanced IT skills, including Microsoft PowerPoint, Word and Excel
- Able to complete tasks to a high standard and with minimum supervision
- Enthusiastic individual with a flexible, 'can-do' attitude
- A strong people person, able to develop relationships with a wide range of individuals
- Commitment to confidentiality and an interest in learning about GDPR compliance

## **Benefits**

- Gain insight to and experience of working in a globally recognised international development charity (there are many lunchtime talks, online courses, trainings and events that the volunteer would be welcome to attend)
- Gain experience working in a busy office environment
- Flexible working environment – working from home as well as in the office
- Gain knowledge of corporate fundraising, private sector engagement and sustainability
- Gain knowledge of the prospecting pipeline and business development
- Gain knowledge of working with different databases and CRM (donor management software)
- Reasonable travel expenses from within London zones 1-6 and £7.00 towards lunch

## Recruitment process

**To be considered**, please email your CV with a cover letter (no more than 1 side of A4) explaining why you think you're suitable for this role to

[laurentarnone@wateraid.org](mailto:laurentarnone@wateraid.org)

Please include the following details in your cover letter:

- **When** you would be able to start
- **How long** you think you would be able to work with us
- **How many days per week** you could dedicate to this volunteering role

**Closing date:** Midnight on Sunday, March 24<sup>th</sup>, 2019

If successful, you will be informed by Tuesday, March 26<sup>th</sup>, and will be sent a short task (max. 1 hour) to complete before the interview.

**Interviews:** to be held later week/c, March 25<sup>th</sup>, 2019.