

Paid Role: CBP Corporate Volunteer Engagement Manager

Four days per week during term time (39 weeks per year)

£31.5k pro rata: Permanent role



About us

The Children's Book Project is a registered charity that directly tackles inequalities in well-being, self-esteem and educational outcomes in childhood by gifting beautiful, contemporary books to young people with very few books of their own. We have now gifted over 2.5m pre-loved and new, carefully curated books to children across the UK via schools, food banks, prisons and women's groups, ensuring the relevance and appeal of every book we gift.

Join us as Corporate Volunteer Engagement Manager and you'll help transform childhoods through book ownership. In this vital role, you will recruit and coordinate daily teams of corporate volunteers across three regional hubs, each day's group supported by our own teams of trained volunteers to sort and box books for that week's partner organisations. Your energetic leadership and excellent organisation skills will foster a vibrant corporate volunteering community, ensuring a steady supply of teams across the year, all excited about making a difference with us. If you thrive in a dynamic environment and are passionate about social impact, this is your opportunity to create a best in class volunteer experience and support our wider goals.

Our Corporate Volunteers

The Corporate Volunteer Engagement Manager is responsible for the end-to-end strategic management of corporate volunteering programmes for the charity. This includes working closely within the operational team to understand the charity's evolving needs, pitching volunteering opportunities to businesses, and "booking" those teams into specific sessions at each of the three hubs in order to ensure that all outputs can be met whilst also driving invaluable income for the charity. Their primary KPI is to ensure our corporate sessions are adequately attended in order for us to meet our output and income requirements.

They will be a high-energy 'bridge-builder' who can navigate the differing expectations of corporate partners across all sectors whilst remaining deeply empathetic to our mission. They will be both proactive, selling volunteering opportunities as a strategic benefit for a company's staff engagement and reputation and flexible, and highly organised and able to respond to unexpected change.

The opportunity

This role offers a rare and powerful opportunity to sit at the dynamic intersection of corporate purpose and genuine social impact. For the right candidate, this role offers a fantastic opportunity to take full ownership of a vital operational pipeline and see the direct impact of your organizational skills.

As the Corporate Volunteer Engagement Manager, you will be the key link between our business partners and our three hubs, balancing proactive outreach with the daily logistics of scheduling, booking, and coordination. It's a role that perfectly suits someone who genuinely enjoys administrative precision, clear communication, and relationship management. You will have the unique satisfaction of knowing that your ability to efficiently manage the details, handle unexpected scheduling shifts, and keep our corporate sessions filled is exactly what secures both the volunteer power and the steady income our charity relies on to deliver its mission.



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Key responsibilities

1. Corporate Volunteer Engagement & Outreach

- Working with an agreed opportunities pipeline, to identify, target, and engage companies and volunteer booking intermediaries with active CSR programmes to secure group volunteering commitments.
- Build and maintain strong relationships with corporate CSR leads, HR teams, and community managers.
- Develop tailored corporate volunteering offer that align employer goals with the charity's mission
- Work closely with Corporate Account Manager to input into partnership offer.

2. Group Volunteer Day Recruitment & Booking

- Convert corporate enquiries into confirmed bookings by presenting a compelling and timely case for support.
- Proactively contact target businesses to promote available volunteer days in line with forecasted trough periods
- Achieve agreed booking volumes for weekly/monthly volunteer sessions to support service delivery.
- Analyse potential partnership opportunities ahead of a volunteering event where relevant
- Support teams throughout the booking process, managing requests for changes and ensuring correct invoicing.
- Follow up with companies and encourage repeat bookings.

3. Session Fulfilment & Capacity Management

- Fill volunteer sessions to the required capacity to ensure we meet our operational aims
- Monitor booking levels, track gaps, and implement timely actions to increase attendance.
- Work with internal teams (e.g., warehouse or service leads) to match corporate groups to appropriate sessions.

4. Relationship Stewardship & Retention

- Map and refine the end to end corporate volunteer experience in each hub
- Regularly review and act on volunteer feedback data to ensure the quality of the volunteer experience
- Provide excellent customer service to corporate partners to encourage annual renewal of CSR volunteering.
- Deliver post-event follow-up, impact summaries, and feedback opportunities to strengthen engagement
- Develop a retention strategy to convert one-off corporate groups into long-term partners.
- Seek continuous volunteer experience improvement with regards to systems and processes.

5. Event & Session Coordination

- Coordinate with operations staff to ensure logistics, safety, and materials are prepared.
- Gather feedback from volunteers and staff to continuously improve the corporate volunteering experience.

6. Marketing & Promotion of Corporate Volunteering

- Create engaging communication materials (emails, brochures, social posts) to promote opportunities.
- Work with marketing to highlight corporate partnerships publicly where appropriate.
- Represent the charity at CSR fairs, business meetings, and networking events.
- Actively encourage corporate teams to share and celebrate their volunteering experiences on social media.

7. Reporting, Data & Impact Measurement

- Track corporate engagement, bookings, attendance, and outcomes in Salesforce
- Produce internal monthly reports that measure key KPIs and external impact summaries for key partners
- Provide impact and volunteering day feedback to the partnerships team as needed for impact reporting

8. Alignment With Charity Strategy

- Ensure corporate volunteer engagement supports the charity's operational priorities and mission.
- Work with leadership to forecast volunteer demand and ensure CSR bookings align with programme needs.
- Stay abreast of key corporate volunteering trends and patterns including any risk to booking requirements.
- Contribute to the development of the corporate engagement and volunteering strategy.

Who are we looking for?

Firstly, someone whose values strongly align with our mission to ensure every child has access to books.

To be successful in this role you will have:

- Experience working within in a dynamic and growing organisation, maintaining quality while meeting deadlines.
- Relevant experience and a proven track record within a related field e.g. volunteer management, human resources, sales administration.
- Knowledge and awareness of trends in corporate volunteering, including current legislation and best practice.
- Experience of promoting and marketing volunteering opportunities and the benefits of volunteering.
- Commitment to equal opportunities and quality assurance in terms of project development and service delivery.
- Proven ability to lead, motivate and effectively manage a project; including budget management and performance management.
- Ability to develop and deliver project development plans, and prepare and present clear well-structured reports.
- Ability to devise and implement monitoring and evaluation systems and procedures.
- Information technology skills using Microsoft Office based packages.
- A proactive, solutions-focused mindset, able to take initiative.
- Thoughtful and collaborative communication skills.

Also desirable

- Experience using Salesforce.
- Experience of managing personal data in line with national legislation law and an understanding of GDPR.

What we offer you

- A supportive and passionate team environment.
- Flexible remote working during term time.
- The opportunity to contribute to a fast-growing national charity.
- A professionally rewarding role with real social impact.

Anticipated commitment

This role is a four day role, term-time only. It can be undertaken at home or at either our London or Birmingham hub. Successful candidates can choose a configuration of working hours between Monday and Friday although will need to be available on Monday mornings.

To find out more or to apply

As part of our values, we are committed to supporting inclusion and diversity. We actively celebrate different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

Should you be interested in this role, please email the completed application form to tracy@childrensbookproject.co.uk. Interviews will be held remotely via video conference.

Successful candidates will be required to attend an induction session at our Book HQ in West London. This is an opportunity for us to show you around, tell you a little more about ourselves and the role and for you to see our work first hand. Expenses for this will be paid.