



Corporate Engagement Intern

Purpose of the role:

Your role is to support the Corporate Relations Manager at the Baytree Centre in developing and maintaining corporate partnerships. This includes conducting prospect research, assisting with engagement activities, and supporting the delivery of corporate volunteering days to ensure companies remain connected to Baytree's mission and values.

Main responsibilities:

- Conduct detailed research to identify and analyse potential corporate partners aligned with Baytree's mission.
- Create and maintain a structured database of prospects, including relevant company data and key contacts.
- Prepare comprehensive prospect profiles with information on CSR initiatives, sponsorship activities, and charitable giving.
- Support the planning and coordination of corporate volunteering days, including logistics, preparation of materials, and communication with partners.
- Monitor industry trends to identify new corporate partnership opportunities.
- Assist with any tasks set by the Corporate Relations Manager to support corporate engagement efforts.
- Adhere to the policies and procedures of the Baytree Centre.
- Complete volunteer questionnaires and evaluations as required.
- Adhere to Baytree Centre policies and safeguarding procedures.
- Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Skills and qualities required:

- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office, particularly Excel and Outlook.
- Strong research and analytical skills, with attention to detail.
- Ability to work independently and manage time effectively.
- Reliable, punctual, and committed.
- Enthusiasm for community development and corporate social responsibility.
- Willingness to take initiative and support a range of tasks.
- A friendly, flexible, and professional attitude.

Commitment:

- 2 to 4 days per week (Monday–Friday).
- Hours: 10:00 am – 5:00 pm.
- Duration: 4 to 6 months, with the option to extend.

Benefits: *We reimburse up to £7 for travel and £5 for lunch expenses for each full day of internship.*

- Valuable experience in corporate fundraising and partnership development.
- Opportunity to gain and develop practical research and engagement skills.
- Personal fulfilment from contributing to meaningful community initiatives.
- Opportunity to attend corporate and volunteer social events and network.
- Professional development and workplace experience in the charity sector.

This role is open to female applicants only (Equality Act 2010: Schedule 9: Occupational Requirements). Applicants must be 18 years or older.