

## **JOB DESCRIPTION**

### **Marsh Ltd**

<b>Job Title:</b>	Manager of Corporate Social Responsibility (CSR), UK & Ireland
<b>Reporting To:</b>	Jason Groves, Director of Communications & Marketing
<b>Department:</b>	Communications & Marketing
<b>Location:</b>	Tower Place East, London, EC3R 5BU
<b>Hours:</b>	Part-time (21 to 28 hours pw)

#### **Purpose of Role**

- To be responsible for creating and implementing an approach to CSR that complements Marsh UK's business strategy in the areas of corporate responsibility and employee volunteerism; and
- To be responsible for projecting Marsh UK as an involved, responsible and forward-thinking corporate citizen. Managing the charity and community programmes overall to ensure that they benefit the local communities as well as the Company objectives.

#### **Main Job Requirements**

##### **Key Responsibilities**

- To lead on, coordinate and develop all UK community relations offerings (employee volunteering, Marsh MAGIC, corporate charitable giving, Keep the Change and payroll giving).
- To lead on and co-ordinate the Marsh relationship for MMC UK Charity of the Year working with the MMC team and operating companies with some event management.
- To manage communications of all Community Relations activities, including the Marsh Intranet CSR site.

## JOB DESCRIPTION

Page 2

- To manage the Charitable Giving budget to ensure budget is adhered to and maximise returns and benefits.
- To keep the CSR strategy and programmes under review and adapt as appropriate to stay aligned with business objectives.
- To maintain an ongoing relationship with the charities that Marsh sponsor ensuring that regular meetings take place so that each party is aware of current developments.
- To promote the requirements in the Marsh & McLennan Companies Code of Conduct, known as The Greater Good, specifically the section on "Building Trust with Communities."

**Skills and Experience**

Excellent administration and organisational skills	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Excellent event management ability	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Accurate attention to detail	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Articulate and clear writing style, with proven experience of writing internal communications	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Ability to embrace and take ownership of projects	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Desire to gain experience in CSR	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Versatile and adaptable to take on new challenges and experiences	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired

**Knowledge required**

Proven event management experience in the corporate sector	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Proven experience of community volunteering	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Desired
Experience of corporate environment, professional services and insurance industry would be beneficial	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Desired
Experience of working on multiple projects simultaneously	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Educated to degree level (CSR Qualification would be a plus)	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Understanding and knowledge of Corporate Social Responsibility industry	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired

**Interpersonal Skills**

Professional outlook and attitude	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Team Player	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Self-motivated and proactive in taking the initiative	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Strong time management and project management skills	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired

JOB DECSRIPTION

Page 4

Ability to network at all levels	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired
Demonstrates honesty and integrity	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Desired