

Role Title	Stakeholder Engagement Manager
Reporting to (direct)	VCS EP Programme Manager
Reporting to (matrix)	Multi-Agency Cell Lead
Direct Reports	None

Purpose

The Multi-Agency Cell (MAC) Stakeholder Engagement Manager is responsible for maintaining relationships between the MAC and external VCS and statutory stakeholders. The Stakeholder Engagement Manager plays an important role in ensuring local partners understand the objectives of the VCSEP and the MAC and that the MAC itself runs efficiently. The role also supports the capture of unmet need their fulfilment.

The Stakeholder Engagement Manager role exists during BAU and Crisis Response. As such, the role plays a crucial part in monitoring of unmet needs and onboarding of VCS EP Partner Brokers in crisis.

Duties/Responsibilities

- Support the relationship with Liaison Leads and Local Resilience Forums to ensure that Local Infrastructure Organisations can escalate unmet needs to the VCS EP, where it cannot be met locally
- Work with the Information Manager and unmet need requestors to ensure needs submitted to the VCS EP Request for Support online form contain sufficient information to fulfil requests
- Maintain relationships with the VCS EP Partner Brokers to understand local capacity and capabilities to meet unmet needs
- Ensuring that Multi-agency cells are representative of the communities they are representing and operating with and the cell has appropriate broker capability to meet requests
- Responsible for onboarding new brokers and ensuring they are trained
- Is responsible for ensuring the standing up/down procedures are managed promptly
- Is responsible for calling ad hoc urgent meetings when required and meeting rhythm



Technical competencies:

- Ability to engage with and communicate with to a broad range of stakeholders
- A self-starter but comfortable working within and adhering to existing processes
- Experience of Voluntary & Community Sector / Emergency or Crisis Response
- Computer literate and experience using Microsoft Excel, Forms, SharePoint and Teams
- Project management experience beneficial but by no means essential

Salary: £36,000 pro rata. Secondment duration: Jul-Oct

Please send an expression of interest outlining your relevant experience and availability to VCSEP@redcross.org.uk, by 6pm Friday 24 July.