

Role: Volunteering Executive - Band 3/ Band 2C

Location:

Mumbai

Purpose of the Role

The Volunteering Executive would be responsible for catalyzing the spirit of volunteering for social causes at PEL (Piramal Enterprises Ltd). The responsibilities revolve around awareness creation, immersion planning and volunteering projects scheduling and management.

Key Responsibilities

Awareness

- Partner with communication teams (FG 7) and with communications team of PEL to implement and disseminate information on Foundation activities and milestones through various mediums such as internal PEL newsletters.
- Partner with Investor relations team of PEL to plan and disseminate information on Foundation activities and PEL CSR activities to investors of PEL and for annual submissions as part of PEL financial reporting.
- Partner with Piramal HR team to prepare and deliver induction presentations for PEL new joiners- summarizing the Foundation activities.

Immersion

- Develop a plan for managing immersion visits of PEL executives and suitable locations for these visits
- Understand the objectives and rationale of each immersion visit
- Plan and co-ordinate 1-3 day immersion visits to PF project locations.
- Collect post visit feedback and discuss
- Co-ordinate the immersion visits of management trainees of PEL and longer duration visits of select executives

Volunteering

- Maintain a tracker of possible volunteering programs across all Piramal Foundation Big Bets . At present, volunteering efforts are grouped under four themes:
 - Adopt an Institution
 - Adopt a collaboration partner
 - Leverage Skills through inputs in marketing, project management, financial management, production scale ups, procurement
 - Nurture nation builders of tomorrow, Gandhi and Karuna Fellows
- Plan the volunteering programs together with Big Bet Teams
- Develop appropriate tools for volunteering experience such as reflection journals, Personal transformation journeys write ups
- Train Piramal Foundation district teams on the objectives of volunteering and the benefits that Piramal Foundation will derive from the volunteering program
- Collect volunteering journey feedback and collate learnings

Essential Skills

- Ability to work with senior management teams
- **Collaborate with, influence, and facilitate** engagements with multiple stakeholders for shared/agreed goal and agenda

- **Communicate effectively**, written (English) and oral (English and Hindi); synthesize and articulate complex concepts in easy-to-understand ways
- Think analytically and problem solve to decipher insights
- Solid organizational skills including **attention to detail and multi-tasking skills**
- Ability to learn-unlearn-relearn at speed, think analytically and solve problems
- Prioritize, anticipate internal & external stakeholder expectations to manage projects/deliverables efficiently
- Ability to make effective use of business communication software (Word, Excel, PowerPoint, and Outlook)

Key Collaborators

Internal

- Sr. Leadership Team
- Communication Team
- Big Bet Program Teams

External

- PEL executives

Preferred Sourcing Companies

1. Candidates with Communications background working in Corporate / Social Sector
2. Candidates working in Industry Associations
3. Candidates working in other NGO's in program management role

For applications, please send updated CV on (Mandatory) recruitment.SS@piramalfoundation.org.

Please fill the below form to apply. (Mandatory) <https://forms.office.com/r/0NiikCwNz6>

Timeline for application receipt – 30th March 2024.