

ABF THE SOLDIERS' CHARITY
JOB DESCRIPTION

| | | |
|--|---|---|
| Regional Director – East Midlands | Direction and guidance from: Director of Regions | Primarily reports to: Date: 2017 |
| <p>Primary Role. The role encompasses inter alia: representing the Charity in East Midlands; engaging a wide range of audiences both military and civilian on the work of the Charity to encourage support to regional fundraising, continual development of our volunteer fundraising, initiating and delivery of regional fundraising events & regional targets as set by Director of Regions and line management of the regional executive assistant (EA), briefing and liaison officer (BLO).</p> | | |
| <p>1. Specific Tasks.</p> <p>a. Representing the Charity within the Region, liaising closely with:</p> <ol style="list-style-type: none"> (1) HQ7 Infantry Brigade and HQ East. (2) Regular, and Reserve and Army Cadet Units within your Region. (3) Armed Forces Champions within local government, public and private employers. (4) Other Military Charities. (5) Local and National Media Organisations. (6) Our Volunteer Committee Chairman and Committee members. <p>b. To meet the annual fundraising targets set for the Region ensuring that expenditure is kept within budget and savings are made wherever possible:</p> <ol style="list-style-type: none"> (1) Carry out the detailed budget and reforecast work for the Region within the timelines set. (2) Responsibility for Regional Accounting with oversight for committee reporting as stated within the Charity's financial policies, processes and guidance. <p>c. Fundraising – To continually develop regional fundraising and work in partnership with the National Office Fundraising Teams:</p> <ol style="list-style-type: none"> (1) Carry out fundraising compliant with the Institute of Fundraising Codes, the Regional Insurance policy and Regional Finance Instruction. (2) Utilise your connectivity and access to the East Midland's political, administrative, public and private organisations to facilitate fundraising and raise the profile of the Charity. (3) Seek out new opportunities through community engagement and corporate partners. (4) Where necessary collaborate or de-conflict with other charities. (5) Assist with National Team fundraising activities e.g. Trust, Corporate, Legacy and National Events. (6) Promote Red, White and Blue Day and the Big Curry Campaign within the Region. <p>d. Volunteers and Fundraisers</p> <ol style="list-style-type: none"> (1) Support myriad volunteers, who are fundraising for our Charity. (2) Establish and maintain Volunteer Committees to encourage fundraising providing advice and support when required. (3) Promote entry to Carrington Drum and the Revision Cadet Challenge, ensuring that the BLO is engaged with those units who sign up to support the Charity. <p>e. Line Management of the Regional EA and BLO</p> <ol style="list-style-type: none"> (1) Completing annual and mid year appraisals as agreed by Director of Regions. <p>f. Charity Database</p> | | |

ABF THE SOLDIERS' CHARITY
JOB DESCRIPTION

(1) Utilise Raisers Edge (RE) to record interaction and key correspondence with units, volunteers and supporters.

g. Maintenance of Equipment

(1) Maintain and secure a laptop and mobile telephone as issued by the IT Manager.

h. Others

(1) Weekend working, as required, particularly during the summer event season. Time off in lieu (TOIL) is subsequently available to be claimed by staff.

(2) Engage with local and national media organisations to promote the work and activity of the Charity.

(3) Project management of fundraising events.

(4) Occasional overnight stays away from home may be required.

(5) Assemble, erect and dismantle fundraising equipment, including gazebos and marketing stands.

(6) Attendance at the Charity's Annual Conference.

(7) Unless already qualified the successful candidate will be expected to attend and pass the Institute of Fundraising's Certificate of Fundraising during their first 18 months with the Charity.

2. Skills/Personal Attributes

- a. Connectivity into the East Midland's political, administrative, public and private organisations is desirable for this role.
- b. Recent Military experience is desirable, but not essential.
- c. A wide range of Service contacts is desirable.
- d. Ability to be flexible with working patterns.
- e. Well developed communication skills with strong interpersonal skills.
- f. Able to work on own initiative and as part of a team.
- g. Full clean driving licence is essential.
- h. IT literate with understanding of social media tools is desirable.
- i. Previous experience of the Charity sector is desirable.