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| **Job Profile** | | | |
| Role: | Welfare Projects Executive | Date profile last reviewed: | June 2017 |
| Name: |  | Reports to: | Head of Welfare Programmes & Development |
| **1. MAIN SUMMARY OF ROLE:**  Responsibility for assisting with, managing and implementing a range of projects, partnerships and initiatives across the Welfare & Policy Directorate. | | | |
| **2. KEY RESPONSIBILITIES:**   1. Research the feasibility of projects and initiatives, both small and large, and produce written evidence and options papers for consideration by senior management. 2. Coordinate and manage the delivery of projects and the implementation of new services to members of the RAF Family, including the production of project plans, post-project reports and implementing measuring outcomes systems to gauge effectiveness over time. 3. Assess applications for grants from other charities and organisations, dealing with correspondence and enquiries, preparing and processing applications and awards, and seeking higher approval where required. 4. Compile and provide statistics and reports across the Welfare & Policy directorate as required. 5. Provide support to research work across the department. 6. Work closely with the Fund’s Trust Fundraiser in submitting applications for external funding for projects. 7. Represent the organisation at meetings and events with external organisations as required. 8. Carry out any other duties within the scope of the job as requested by Director of Welfare & Policy or Head of Welfare Programmes & Development.   **3. DEVELOPMENTAL OBJECTIVES:**   1. Progressive professional development through identified training opportunities and programmes. | | | |
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**4. PERSON SPECIFICATION**

Qualifications

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| **Essential** | **Desirable** |
| A minimum of three A-levels grades A – C, or equivalent | Degree or RAF equivalent |

Knowledge / Experience

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| **Essential** | **Desirable** |
| Experience of successfully implementing and managing the delivery of multiple projects or partnerships | Experience of working within the charity sector and/or the RAF |
| Experience of working with social welfare issues and associated organisations | Experience of awarding grants to organisations |
| Excellent IT knowledge, including advanced knowledge of Excel with experience of creating reports | Experience of budget management |
| Significant experience of working within a case management system | Experience of the CARE system |

Competencies

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| **Essential** | **Desirable** |
| Planning and Organising – managing time effectively, meeting deadlines and prioritising workload | Relating and Networking - establishing good relationships with colleagues, beneficiaries and external contacts, relating well to people at all levels |
| Learning and researching – gathering comprehensive information, demonstrating understanding and managing knowledge | Presenting and Communicating Information – speaking clearly and fluently, expressing key points, projecting credibility and undertaking presentations with skill and confidence |
| Writing and Reporting – writing clearly and succinctly, in a well-structured and logical way | Analysing – analysing data and information, making rational judgements and analyses |
| Working With People – working well as part of a team and supporting others | Adapting and Responding to Change – demonstrating flexibility in adapting to changing circumstances, accepting new ideas |
| Deciding and Initiating Action – taking initiative, working under own direction and taking responsibility where appropriate | Following Instructions and Procedures – appropriately following instructions and adhering to policies and procedures  objectives |
| Adhering to Principles and Values – upholding ethics/values, demonstrating integrity and promoting and defending equal opportunities. | Achieving Personal Work Goals and Objectives – accepting and tackling goals with enthusiasm and demonstrating a strong work ethic |

**Signature**

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature: NAME:

Line Manager's Signature: NAME:

Date:

**General Information:**

**Smoking**

The RAF Benevolent Fund has a no-smoking policy.

**Equal Opportunities**

You are required to comply with the Fund's Equal Opportunities Policy and ensure that employees receive equal treatment at all times.

**Health and Safety**

You must discharge your responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for your own health and safety and that of others. You must also ensure that agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

**Confidentiality**

You are subject to the Data Protection Act 1998 and must not disclose confidential information, particularly that relating to employees, beneficiaries and their records. You are also responsible for the accuracy and integrity of any information which you enter. You must not use personal data held by the Fund for any unauthorised purpose nor disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Fund, unless expressly authorised to do so by Head of Secretariat who is the Data Protection Officer.

**Risk Management**

The Trustees of the Fund have adopted a policy of risk management which accords with Charity Commission requirements. Risk management is the responsibility of each member of staff.

Suggestions that might assist the Fund in meeting its objectives in a pragmatic and cost-effective way should be directed to your line manager or the Fund’s Risk Review Co-ordinator.

**Conflict of Interests**

You may not, without the consent of the Fund, engage in any outside employment. In accordance with the Staff Handbook, you must declare to your line manager any private interest or voluntary/public duties which could potentially result in personal gain as a consequence of your employment with the Fund. Interests that might appear to be in conflict should also be declared.

**Place of Work**

You may be required to work on the Fund’s alternative sites from time to time.

**Review**

This job profile is intended as a basic guide to the scope and responsibilities of your post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with you.