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**Royal Air Force Benevolent Fund Centenary (RAFBF100) Project Manager**

We are currently recruiting for an RAFBF100 Project Manager for employment on an 18-month fixed-term contract, with the possibility of the role being extended to the 24-month point. The role will ideally be based in our London office in Portland Place but we are open to a conversation regarding some flexible working.

This is an exciting and genuinely unique opportunity for an individual with experience in project management roles to gain experience in a leading military charity, and contribute to a national centenary campaign. The Royal Air Force Benevolent Fund (RAFBF), which is the Royal Air Force’s leading welfare charity, will be 100-years old in 2019; our campaign will use this anniversary to help us drive a step change in income, profile, brand awareness, reputation and impact.

As our Project Manager, you will work closely with the Head of Communications and Chief of Staff on the management and delivery of the Fund’s Centenary plans. This will involve developing and managing the project plan, and having accountability for guiding various teams across the organisation - as well as reporting on, and monitoring objectives, and identifying and mitigating any associated risks.

**Salary – circa £41,500 per annum**

In order to be successful you will have:

* Previous experience managing multi-stakeholder projects.
* A track record of delivering results.
* Strong organisational and planning skills.
* The ability to work autonomously to prioritise and deliver multiple tasks/outputs.
* Strong communication skills and be an excellent team player.
* Experience of working with Public Relations and charity Fundraising specialists.
* Have experience of or a strong interest in the Royal Air Force, and its people.

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| **The Royal Air Force Benevolent Fund** **Job Profile** |
| Role:  | **Centenary Project Manager, Royal Air Force Benevolent Fund** | **Date profile last reviewed:**  | March 2018 |
| Name:  |  | **Reports to:**  | Head of Communications |
| **MAIN SUMMARY OF ROLE:** |
| To develop, manage and coordinate the successful implementation of a plan for the RAF Benevolent Fund’s Centenary year in 2019 (draft Outline Proposition attached), to include supporting delivery of targets spanning the following areas:* Fundraising.
* Brand awareness (part of a wider brand refresh programme).
* Media, marketing and digital.
* Welfare – to generate an increased awareness among the RAF Family and an increased take-up of those services.
* Staff awareness and engagement.
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| **KEY RESPONSIBILITIES** |
| * To develop a detailed strategy and work plan based on the draft plan approved by Trustees, to include:
	+ Objectives, a timetable containing key milestones and deliverables and key evaluation points.
* To coordinate and drive activity across the organisation to ensure all targets and deadlines in the plan are met.
* To work in partnership with colleagues in Fundraising, Communications (Marketing, Digital, Press and Brand), Welfare services and Finance to deliver the work plan.
* To report progress on a regular basis and identify any threats to meeting targets, deliverables and/or deadlines and responding with contingency actions.
* Where appropriate and with guidance, to engage with external parties (other charities, the RAF, and agencies working on projects linked to the centenary) to deliver and maintain a set of key messages, Q&A and information that enables staff across the organisation to support and deliver the strategy/work plan effectively.
* To integrate and ensure consistency in the use of the overall Fund’s brand throughout the project and, if relevant, an RAFBF100 sub-brand.
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| **COMPETENCIES REQUIRED FOR THE ROLE** |  |
| * **Project management/planning**
	+ Gained through personally working on and leading complex and strategically significant projects.
* **Verbal and written communication**
	+ A proven ability to build understanding and to be understood, including clear and concise reporting and action planning – and, the ability to communicate ideas, concepts and a vision in a way that mobilises people to actively support the delivery of the project.
* **A personal drive, energy and motivation**
	+ That ensures all individuals who are critical to delivering project goals and tasks are mobilised, monitored and encouraged to make the required progress
* **Time management and effective prioritisation**
	+ To have these skills both in personal working and encouraging key members of a project management and delivery team to time manage and prioritise effectively.
* **Decision making, problem solving, adaptability and flexibility**
	+ To undertake project management and leadership in ways that ensures progress (decision making), apply contingency planning and actions as necessary (problem solving) and be able to flex a plan, schedule and targets in response to changing circumstances (adaptability and flexibility).
* **Teamwork**
	+ This is a critical skill and approach as the RAF Benevolent Fund is committed to integrated working as a route to success. The post holder must have a highly developed range of interpersonal skills and a genuine commitment to effective team working. Success depends on the ability of the Project Manager to draw on the expertise and judgement of multi-disciplinary project teams, working to a set of clear goals, targets and deadlines.
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| ***QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE*** |
| **Academic/Professional Qualification(s) or equivalent**: |
| **Essential** | **Desirable** |
| * Degree level or equivalent experience of operating at that level/in that environment
 | * Project management training and/or qualifications
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| **Knowledge/ Experience:** |
| **Essential** | **Desirable** |
| * Proven experience in project management
* Have previous experience managing multi-stakeholder projects
* A track record of delivering results
* Strong organisational and planning skills
* Experience of/interest in working alongside and understanding the Royal Air Force
 | * Experience of the charity sector
* Experience of fundraising, communications (marketing, media, brand and/or digital) within the charity sector
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| **6. Skills/Abilities:** |
| **Essential** | **Desirable** |
| * Competencies (as above)
	+ A personal drive, energy and motivation
	+ Time management and effective prioritisation
	+ Decision making, problem solving, adaptability and flexibility
	+ The ability to work autonomously
	+ Strong communication skills
	+ Teamwork
* High degree of IT literacy
	+ Microsoft Office Word, Excel, Outlook and PowerPoint
	+ Project management tools
 | * Familiarity with use of computer databases
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| **Other Requirements:** |
| * *Travel to other Fund and UK locations (as appropriate).*
* *Occasional evening and weekend work in support of events*
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| **Signature***I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.* *Post Holder's Signature: NAME:* *Line Manager's Signature: NAME: Fiona Ferguson – Head of Communications*Date:  |

**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.

**RAFBF100 – OUTLINE PROPOSITION**

**Headline description of the RAF Benevolent Fund Centenary:**

* The Fund’s Centenary and all the enhanced activities linked to it will be used to help drive a step change in income, profile, brand awareness, reputation and impact.
* The Centenary will primarily support the launch/delivery of a **major appeal** to provide a step change in income and profile against sustainable targets (which are being developed as part of an existing strategic review of fundraising and brand development, for completion April 2018).
* The Centenary and related marketing will also help us to reach those veterans/serving RAF and dependants who need our assistance but who are not currently asking for/receiving it (to reach beyond the 55,000+ we helped in 2017).
* In early 2019, we will be launching the results of our latest research into the welfare needs of the serving RAF and showcase our response to this.
* The possibility of incorporating a review of the Fund’s archive into this project and developing other collateral that supports the Centenary has been considered as it is an activity that needs to be undertaken and this would be the ideal time to do it as history and heritage will obviously play a significant part in the project.

**Project building blocks to be put in place:**

* Establish Centenary project team – see below.
* Prepare a supporting budget.
* Integrate the Fund’s developing welfare services growth plans into the RAFBF100 Centenary Project Plan.
* Confirm the ‘theme’ for the Centenary (derived from a major appeal which will be based on ambitions related to a step change in service delivery). Current anniversary theme option is based on an ambition **to deliver a step change in the number of beneficiaries using the Fund’s welfare services to a figure significantly beyond the 55,000+ assisted in 2017 (the aspirational head-mark figure is yet to be confirmed)**.
* Integrate Fundraising targets, and clarify assumptions and interdependencies.
* Complete the Brand review and link to Communications strategic review to be sure our messaging and impact is as strong as it can be.
* Review a mass participation/public engagement event.
* Generate an RAFBF100 Project Plan and the associated work-plan.

**Centenary Project Management and other resources:**

* Senior Management Team (SMT) sponsor (*Chief of Staff*) – to link the project planning and delivery to the Fund’s SMT, the Board of Trustees, the wider Royal Air Force and other associated charities.
* Head of Communications to be the day-to-day Project Lead.
* The RAFBF100 Project Manager (the advertised role).
* Departmental representatives within the RAF Benevolent Fund – existing Heads of Department charged with ensuring delivery of the strategy/plan within their departments, adjacent to their core roles.