

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Profile** | | | |
| Role: | RAF Projects Manager | Date profile last reviewed: | September 2019 |
| Name: |  | Reports to: | Head of Strategy & Programmes |
| **1. MAIN SUMMARY OF ROLE:**  Responsibility for managing and implementing a range of social welfare projects and initiatives within the RAF. | | | |
| **2. KEY RESPONSIBILITIES:**   1. Coordinate and manage the delivery of projects, grants programmes and the implementation of services across the RAF, including the production of project plans, policies, post-project evaluation reports and implementing measuring outcomes systems to gauge effectiveness over time. 2. Line manage RAF projects staff, setting objectives, allocating projects and grants work and overseeing the delivery of these. 3. Manage the Social Engagement Worker scheme within the RAF community, line managing a team of Social Engagement Workers based remotely across the UK, setting objectives and overseeing the achievement and reporting of these. 4. Research the feasibility of projects and initiatives, both small and large, and produce written evidence and options papers for consideration by senior management. 5. Compile and provide statistics and reports across the Welfare & Policy directorate as required. 6. Work closely with the Fund’s fundraisers in submitting applications for external funding for projects. 7. Represent the organisation at meetings and events with the RAF and 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 Strategy & Programmes.   **3. DEVELOPMENTAL OBJECTIVES:**   1. Progressive professional development through identified training opportunities and programmes. | | | |
|  | | | |

**4. PERSON SPECIFICATION**

Qualifications

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

Knowledge / Experience

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Significant experience in successfully implementing and managing the delivery of multiple projects or services | Experience of working within the charity sector |
| Knowledge and experience of working within the RAF | Experience of working with social welfare issues and associated organisations |
| Experience of managing people and allocating work | Experience of working within a case management system |
| Knowledge of social welfare issues | Experience of budget management |
| Experience of managing contracts | Experience of the CARE system |
| Excellent IT knowledge | Experience in developing and managing grants programmes |

Competencies

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Leading and Supervising – providing others with clear direction, motivating and empowering, and setting appropriate standards of behaviour | Working With People – working well as part of a team and supporting others |
| 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 |
| Planning and Organising – managing time effectively, meeting deadlines and prioritising workload | Analysing – analysing data and information, making rational judgements and analyses |
| Presenting and Communicating Information – speaking clearly and fluently, expressing key points, projecting credibility and undertaking presentations with skill and confidence | Adapting and Responding to Change – demonstrating flexibility in adapting to changing circumstances, accepting new ideas |
| Writing and Reporting – writing clearly and succinctly, in a well-structured and logical way | Adhering to Principles and Values – upholding ethics/values, demonstrating integrity and promoting and defending equal opportunities. |
| Deciding and Initiating Action – taking initiative, working under own direction and taking responsibility where appropriate | 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.