



THE ROYAL BRITISH LEGION

Job Title Commemorative Events Co-ordinator

Reporting To Commemorative Events Manager

Role Purpose: To co-ordinate key Commemorative Events for The Royal British Legion.

The role is responsible for co-ordinating and supporting all events within the Commemorative Events Team programme. This role has a particular focus on event accreditation and registration during the lead up to and on-site at events.

Key Responsibilities:

- *Work with the team to ensure that the Legion's Commemorative Events are co-ordinated and delivered to the agreed event plan.*
- *Oversee and coordinate all Commemorative events accreditation; defining accreditation operations at different Commemorative events*
- *To write and follow timelines, event project plans and standard operating procedures, manuals and guidelines for accreditation.*
- *To carefully monitor and control budgets for each element of responsibility*
- *To attend as well as provide accurate records of meetings and any details relating to the Commemorative Events.*
- *Provide advice or relevant information to any requests/enquiries received into the team in connection with planned Commemorative Events*
- *Maintain relationship with members, ex-Service community, general public and organisations/bodies associated with the functions of this appointment, i.e. government agencies including the Ministry of Defence and Department of Culture Media and Sport*
- *Contribute to the overall development of Commemorative Events by diligent and conscientious effort, attention to detail, thoughtful research and planning, and continuous improvement*
- *To act as point of contact for internal and external stakeholders all aspects of Legion Commemorative Events particularly accreditation.*
- *To assist with the co-ordination of aspects of the Legion's Commemorative Events Programme, including but not confined to the co-ordination of Parade Marshals, Standard Bearers and other Ceremonial aspects*
- *Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager or Head of Department*
- *To be able to attend meetings and work in different parts of the UK and Europe where required*

This job description reflects the current scope of duties and responsibilities of the role. The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.



GENERAL

- To work in accordance with The Royal British Legion's shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
- It is clear that due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
- To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees are required to work in accordance with the Equality Act (2010).



Consider if the criteria are essential, can training be provided or candidates upskilled.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
Good level of general education – GCSE or equivalent	E	Application
KNOWLEDGE & EXPERIENCE		
Demonstrable experience of co-ordinating large events	E	Application/Interview
Demonstrable knowledge of event accreditation and registration	E	Application/Interview
Project management experience	E	Application/Interview
Experience of developing and maintaining relationships with stakeholders	E	Application/Interview
SHARED VALUES AND BEHAVIOURS		
<p>Service We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p>Collaboration We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p>Passion We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p> <p>Excellence We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>



<p>Valuing our People We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		Interview
SKILLS & ATTRIBUTES		
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Interview
Ability to work effectively under pressure whilst retaining a strong eye for detail	E	Interview
Strong team player – able to work effectively with diverse client groups	E	Interview
Flexible and adaptable style	E	Interview
Proactive self-starter, able to work unsupervised within agreed timeframes	E	Interview
Excellent IT skills, proficient in Word, Excel and Outlook	E	Interview/Assessment
Empathy with mission, objectives and values of TRBL	D	Interview