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| **Job Profile** |
| Role:  | RAF Projects Development Executive | Date profile last reviewed:  | February 2020 |
| **1. MAIN SUMMARY OF ROLE:**Responsibility for taking forward the development, management and evaluation of a range of new social welfare projects and initiatives within the RAF. |
| **2. KEY RESPONSIBILITIES:**1. Coordinate and manage the delivery of projects across the RAF, including the production and upkeep of project plans and policies, compiling post-project evaluation reports and implementing measuring outcomes systems to gauge effectiveness.
2. Review pilot projects at the end of their initial period, evaluating their effectiveness and considering a future model. This includes a Social Engagement Worker scheme and a programme of wellbeing workshops for RAF partners across RAF Stations.
3. Line manage staff, setting objectives and overseeing delivery of these. This includes managing the Social Engagement Worker scheme, based remotely across the UK, setting objectives and overseeing the achievement and reporting of these.
4. Build up a network of contacts and knowledge within the RAF and charitable sector, to take forward developments within identified areas of need within the serving RAF community.
5. Research the feasibility of future projects and initiatives, both small and large, and produce written evidence and options papers for consideration by senior management.
6. Compile and provide statistics and reports as required.
7. Work closely with the Fund’s fundraisers in submitting applications for external funding for projects.
8. Represent the organisation at meetings and events with the RAF and external organisations as required.
9. 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.
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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** |
| Significant experience in successfully implementing and managing the delivery of multiple projects or services | Experience of working within the charity sector and / or the RAF |
| Knowledge / understanding of working within the RAF | Experience of working with social welfare organisations |
| Experience of managing people and allocating work | Experience of working within a case management system |
| Knowledge and experience of working with social welfare / wellbeing 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

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| 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: