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| **Job Profile** | | | |
| Role: | Stakeholder Engagement Project Manager | Date profile last reviewed: | January 2020 |
| Name: |  | Reports to: | Head of Individual Grants |
| **1. MAIN SUMMARY OF ROLE:**  To co-ordinate and manage the RAF Benevolent Fund’s ambitious Centenary Campaign Stakeholder Engagement Plan. Liaising with the Fund’s Agency, Comms team, Area Directors and EA to Director Welfare to ensure that the campaign welfare support message is communicated to Stakeholders and members of the RAF Family that they may engage with. Building and maintaining Stakeholder relationships including visits in the London/South East region. Measuring and reporting the effectiveness of the Stakeholder Plan against KPI’s. | | | |
| **2. KEY RESPONSIBILITIES:**   1. Develop a detailed strategy and work plan to drive the Centenary Campaign Stakeholder Engagement Plan to communicate the campaign welfare support message to Stakeholders and RAF family members that they have contact with. 2. Maintain the work plan and ensure that all actions are being undertaken/completed, including those assigned to the Project Manager themselves. 3. Liaison with the RAF Benevolent Fund’s Agency, Area Directors and EA to Director Welfare & Policy to prioritise and validate Stakeholder address lists. 4. Allocating, co-ordinating and monitoring of Stakeholder engagement activity undertaken by Fund staff and to include the correct reporting of Stakeholder activity via CARE (internal database). 5. Where appropriate, participating in Stakeholder engagement visits in the London/South East region. Briefing Stakeholders on the RAF Benevolent Fund’s centenary campaign and its welfare support message. 6. Measuring the effectiveness of the Stakeholder campaign against KPIs and providing regular performance updates to Director Welfare & Policy and the Stakeholder Engagement Forum and the Centenary Campaign Project Group. This is to include identifying any threats to meeting targets, deliverables and/or deadlines and if necessary, providing contingency plans. 7. Working with the Comms team (Marketing, Digital, Press and Brand) to ensure that the digital Stakeholder Toolkit, presentation materials and printed collateral remain relevant and fit for purpose. 8. Identifying new and innovative opportunities for engaged Stakeholders to maximise reach. 9. Ensuring that those Stakeholders who do not wish to initially engage are re-approached and follow up/feedback action taken. 10. Capture feedback from individual stakeholders to help inform the campaign. 11. Communicate the Stakeholder Engagement plan enthusiastically across the RAF Benevolent Fund in a way that mobilises staff to actively support delivery of the project. 12. Maintaining and updating computer records for all Stakeholder activity and ensuring that any records for general use are kept up to date. 13. Undertaking any Stakeholder Engagement Plan tasks as directed by Head of Individual Grants/Director Welfare & Policy. | | | |
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**3. PERSON SPECIFICATION**

Qualifications

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| **Essential** | **Desirable** |
| Degree level or equivalent experience of operating at that level/in that environment. | Project management training and/or qualifications. |

Knowledge / Experience

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| **Essential** | **Desirable** |
| Proven experience in multi-stakeholder project management and a track record of delivering results. | Experience of the charity sector. |
| Have previous experience managing multi-stakeholder projects. | Public speaking. |
| A track record of delivering results. |  |
| Able to work autonomously with strong organisational and planning skills. |  |
| Experience of/interest in working alongside and understanding the Royal Air Force. |  |

Competencies

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| **Essential** | **Desirable** |
| Project management and planning – gained through personally working on and leading complex and strategically significant projects. | Personal drive, energy and motivation. |
| Verbal and written communication – a proven ability to build understanding and to be understood, including clear and concise reporting and action planning. An ability to communicate ideas, concepts and a vision in a way that mobilises people to actively support the delivery of the project. | Adapting and responding to change – demonstrating flexibility in adapting to changing circumstances, accepting new ideas |
| Presenting and Communicating information – speaking clearly and fluently, expressing key points, projecting credibility and undertaking presentations with skill and confidence |  |
| Time management and effective prioritisation – to have these skills both in personal working and encouraging key members of the Stakeholder Engagement Plan team to time manage and prioritise effectively. |  |
| Teamwork – this is a critical skill 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. |  |
| High degree of IT literacy – Microsoft Office suite of applications. Computer databases and project management tools. |  |

**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: Al Bennett

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 General Data Protection Regulations 2018 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 the Information Compliance 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. Your main and daily place of work will be 67 Portland Place, London.

**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.