

JOB PROFILE: REGIONAL BUSINESS SUPPORT EXECUTIVE			
Role:	Regional Business Support Executive	Date profile last reviewed:	31 May 2023
Name:		Reports to: AD (South)	Neil Tomlin
MAIN SUMMARY OF ROLE:			
<p>The role has three key aims:</p> <ol style="list-style-type: none"> 1. Provide business support to Area Director and wider Engagement Team. 2. Inform and reinforce welfare support message to Service personnel and corporate partners. 3. Identify and maintain relationships with regional stakeholders in support of the Engagement Strategy. 			
KEY ACCOUNTABILITIES/RESPONSIBILITIES			
<p>2. KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Plan and coordinate Station visits programme as directed by Area Director. • Attend station visits to include regular liaison with the Community Development Officer and Community Support teams. • Maintain oversight of the Area Director’s diary to optimise their effectiveness and de-conflict appointments. • Assist the Area Director in supporting welfare delivery and outreach programmes across the region including delivery of presentations. • Attend Annual Formal Receptions when required and appropriate Station engagement activities including briefing of Fund representatives and presenting at Annual Health & Wellbeing Days. • Represent the Engagement Team at outreach events as directed by the Area Director – some of these events will require evening and weekend working. • Analyse regional staff attendance at outreach events and recommending changes to annual programme. • Support Community Engagement Worker/Welfare Services Executives operations to increase veteran ‘touch-points’ and referrals. • Support delivery and marketing of Events programme (civilian and Service) to engage existing and new audiences. • Support regional fundraising, both corporate and community, by assisting the planning and organisation of events, additionally, the delivery of presentations to corporate partners. • Maintain contact database for all Station Commanders, Welfare Support Staffs & key Station personnel. • Maintain Regional Trackers and Fund databases to upload documents to accurately record Engagement Team activity. • Create and maintain Fund welfare database records pertinent to role. • Initiate draft letters to all Station Commanders two weeks prior to arrival and 			

departure of sitting and new Station Commanders for signature by Controller of RAF Benevolent Fund.

COMPETENCIES REQUIRED FOR THE ROLE

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Working with people • Relating and networking • Writing and reporting • Planning and organising • Adapting and responding to change 	<ul style="list-style-type: none"> • Coping with pressure and setbacks • Analysing • Persuading and influencing

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic/Professional Qualification(s) or equivalent:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • A good level of general education – minimum of 3 A Levels or equivalent. 	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development (CPD).

Knowledge/ Experience:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Evidenced experience of operating in a small office/remote office environment. • Experience of working with members of the public, organisations, community groups and other stakeholder organisations. 	<ul style="list-style-type: none"> • Experience of working in a charity or Armed Forces environment. • Knowledge of RAF and RAF community issues

Skills/Abilities:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Ability to self-manage and self-motivate. • Effective presentation skills. • Ability to work on own initiative with minimal supervision. • IT literate; proficient in use of Microsoft Office including Word, Excel and PowerPoint, relevant software packages. • Excellent communication skills. • Well-developed interpersonal skills. • Good level of numeracy. • A flexible approach and receptive to change initiatives. 	

Other Requirements:

- Full driving licence required and access to a car.
- Ability to obtain and maintain Enhanced DBS clearance.
- Prepared to make journeys by self or accompany Area Director on visits.
- Occasional overnight stays away from home.

- Willingness to work flexible hours, outside of traditional office hours.
- To carry out any other duties within the scope of the job as requested by Area Director.
- Ability and willingness to assist in set-up of Fund outreach equipment – including gazebo, tables and boxed literature.

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: