

Army Benevolent Fund (ABF)
JOB DESCRIPTION

Events Assistant London	Direction and guidance from: Senior Events Manager Regional Director	Primarily reports to: Senior Events Manager Date: 2023
<p>Role. Responsible for the day-to-day running of the Army Benevolent Fund (ABF) regional office in central London. The role encompasses:</p> <ul style="list-style-type: none"> • providing dedicated administrative, database management and accounting support to the Senior Events Manager. • supporting regional fundraising, developing volunteer fundraising and initiating and delivering regional fundraising events as part of the regional office team. 		
<p>1. Specific Tasks.</p> <p>a. Administration.</p> <ol style="list-style-type: none"> (1) To coordinate the general office administration and provide administrative support to the Senior Events Manager, Engagement Manager, and Regional Director. (2) Respond to all telephone enquiries and act as the primary contact to supporters and volunteers. (3) Take initiative in giving guidance to supporters and volunteers in the absence of the Senior Events Manager. (4) Be able to search for, and comply with, relevant policy and process documents held on the Charity's network drives. (5) Receive and dispatch mail. (6) Maintain sufficient stationery supplies to ensure the smooth running of all aspects of the office, purchasing supplies locally and nationally as necessary, within budget and the Senior Events Manager's authority. (7) Maintain office equipment, liaising with suppliers/engineers as required. <p>b. Database Management.</p> <ol style="list-style-type: none"> (1) Assist with supporter engagement. Handle supporter information: input, maintain and amend data and maximise use of the regional component of the Charity database. (2) Ensure that all supporter-entries are correctly coded and updated as needed. (3) Create and maintain accurate Event records in a timely manner, liaising with Mountbarrow House and other regional offices as required. (4) Input and update all correspondence relating to a constituent held on the database. (5) Make efficient use of the database for communicating with supporters. (6) Ensure donations are correctly batched, 'thank you' letters sent and saved, and the gift aid process has been correctly completed. (7) Initial and ongoing database training, to include an initial training session at induction with further top up training as part of the Charity's layered approach 		

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to training.

- (8) Working with the Senior Events Manager, Regional Director and volunteer committees to ensure that the region remains UK GDPR compliant.

c. Accounting

- (1) Monitor the regional office income and expenditure and enter both on the Raisers Edge system; preparing the accounts each month for the Senior Events Manager to approve, prior to sending the return to the Finance Team at Mountbarrow House.
- (2) Account for all donations received.
- (3) Account for cash and cheques received at regional level reporting income to MBH as required.
- (4) Pay all approved invoices.
- (5) Maintain the Petty Cash account.

d. Fundraising. In support of the annual Fundraising Plan

- (1) Assist with planning and delivery of briefings and events and represent the Charity at external events e.g. cheque presentations and volunteer briefings, as required.
- (2) Initiate and manage your own regional events where opportunities exist, and with guidance from the Senior Events Manager.
- (3) Attend key regional and national events as directed by Senior Events Manager.
- (4) Support the Engagement Manager in their activities, where possible.
- (5) Support volunteers who are fundraising for our Charity, and act as the primary Point of Contact for new volunteers.
- (6) Account for, maintain, and distribute fundraising equipment and merchandise.
- (7) Manage regional gift items.
- (8) Maintain currency on fundraising best practice.

Others

- (1) Flexibility for out of hours working with time off in lieu (TOIL) available as compensation.
- (2) Attendance at the Charity's Annual Conference – including associated dinners/receptions.
- (3) To help assemble, erect and dismantle fundraising equipment, including gazebos and marketing stands as necessary.

2. Skills/Personal Attributes

- a. Ability to be flexible with working patterns.

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- b. Well-developed communication skills, with strong interpersonal skills.
- c. Driving licence is desirable.
- d. Literate and numerate.
- e. IT literate with understanding of social media tools.
- f. An understanding of the British Army and the Charity sector is desirable, as well as empathy with the Charity's beneficiaries.
- g. Able to work on own initiative and as part of a team.
- h.

Authorised by: Chief Executive

Name:	Signature:	Date:
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