

ARMY BENEVOLENT FUND (ABF)
JOB DESCRIPTION

Events Assistant – Northern Ireland	Direction and guidance from: Regional Director – Northern Ireland	Primarily reports to: Regional Director – Northern Ireland Date: May 2024
<p>Role. Responsible for the day-to-day running of the Army Benevolent Fund’s (ABF) Northern Ireland Regional Office, located in Thiepval Barracks, Lisburn. The role encompasses:</p> <ul style="list-style-type: none"> • providing dedicated administrative, database management and accounting support to the regional office. • supporting regional fundraising, developing our volunteer fundraising and assisting with the delivery of fundraising events. • supporting regional engagement. 		
<p>1. Specific Tasks.</p> <p>a. Database Management.</p> <ol style="list-style-type: none"> (1) Create and maintain accurate event records in a timely manner, liaising with the National Office and other regional offices as required. (2) Handle supporter information: input, maintain and amend data and maximise use of the regional component of the Charity database. (3) Ensure that all supporter-entries are correctly coded and updated as needed. (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) Working with the regional office team and volunteer committees to ensure that the region remains UK GDPR compliant. <p>b. Administration.</p> <ol style="list-style-type: none"> (1) To coordinate the general office administration and provide administrative support. (2) Respond to all telephone enquiries and act as the primary contact to supporters and volunteers. (3) Take the initiative in giving guidance to supporters and volunteers in the absence of the RD. (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 the office, purchasing supplies locally and nationally as necessary, within budget and the RD's authority.

(7) Maintain office equipment, liaising with suppliers/engineers as required.

c. Accounting

(1) Monitor the Regional Office income and expenditure, working closely with the Finance Dept and RD.

(2) Account for all donations received.

(3) Count cash and cheques received at regional level and pay-in to the relevant Bank Account.

(4) Pay all approved invoices.

(5) Maintain the Petty Cash account.

d. Fundraising.

1) Assist with 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 your RD.

3) Assist the regional office team with engagement activities.

4) Support Charity volunteers, acting as the main Point of Contact for new volunteers.

5) Account for, maintain and distribute fundraising equipment and merchandise.

6) Manage regional gift items and trading items for sale.

7) Ensure you stay up to date and compliant with fundraising best practise .

e. Others

(1) Flexibility for out-of-hours and weekend working, particularly during the summer event season. Time off in lieu (TOIL) is available to be claimed.

(2) Attendance at the Charity's Annual Conference and other Charity events and activities.

(3) To help assemble, erect and dismantle fundraising equipment, including gazebos and marketing stands.

2. Skills/Personal Attributes

a. Well-developed communication skills, with strong interpersonal skills.

b. Literate and numerate to a high standard.

c. Ability to be flexible with working patterns.

d. Driving licence is essential.

- e. IT literate with understanding of social media tools is desirable.
- 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.

Authorised by: Chief Executive May 2024

Name: Tim Hyams

Signature: *Tim Hyams*

Date: 22 May 2024