

<b>Job Title:</b> Events Assistant Southwest (21hrs)	<b>Direction and guidance from:</b> Regional Director Southwest	<b>Primarily reports to:</b> Regional Director SW
<b>Role Summary:</b>  Supporting events and engagement for Army Benevolent Fund Regional Office. The role encompasses: supporting regional fundraising, developing our volunteer fundraising, initiating and delivering regional fundraising and engagement events as part of the Regional Office team.		
<b>Specific Tasks.</b>  Support the delivery of the Charity’s annual Fundraising and Comms and Marketing plans by: <ol style="list-style-type: none"> <li><b>1. Fundraising.</b> <ul style="list-style-type: none"> <li>• Co-ordinating and setting up/scheduling all regional fundraising events.</li> <li>• Assist with briefings and events (planning and delivery of) and represent the Charity at external events e.g., cheque presentations and volunteer briefings, as required.</li> <li>• Initiate and manage your own regional events where opportunities exist, and with guidance from your RD.</li> <li>• Provide support to fundraising events as requested by RD and/or the charity where possible.</li> <li>• Support the SW Engagement Officer (EO) activities, where possible.</li> <li>• Support volunteers who are fundraising for our Charity, and act as the primary Point of Contact for new volunteers.</li> <li>• Distribute fundraising equipment and merchandise as required.</li> <li>• Maintain currency on fundraising best practice in line with charity training updates.</li> </ul> </li> <li><b>2. Event Administration.</b> <ul style="list-style-type: none"> <li>• Respond to all enquiries and act as the primary contact to supporters and volunteers.</li> <li>• Take initiative in giving guidance to supporters and volunteers in the absence of the RD.</li> <li>• Be able to search for, and comply with, relevant policy and process documents held on the Charity’s network drives.</li> <li>• Receive and dispatch mail and merchandise in absence of EA SW.</li> </ul> </li> <li><b>3. Database Management.</b> <ul style="list-style-type: none"> <li>• Input, maintain, amend constituent data, and maximise use of the regional component of the charity database.</li> <li>• Use WordPress, Brand Stencil and other fundraising platforms and liaise with departments within MBH and across the charity. (Specific training will be provided for applications such as WordPress, Brand Stencil, and other fundraising platforms).</li> </ul> </li> </ol>		

- Advertise future events across the charity on the regional web page.
- Make efficient use of the database for communicating with supporters.
- Ensure 'thank you' letters sent and saved with database updated.
- 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 to training.
- Working with the RD, EO and volunteers to ensure that the charity remains GDPR compliant.

**4. Other.**

- Flexibility for out-of-hours and weekend working, particularly during the summer event season. Subsequently, Time off in lieu (TOIL) is available to be claimed and subject to RD approval.
- Attending the Charity's Annual Conference in person or virtual– including associated receptions.
- Attending the Fundraising Team Conferences in person or virtual – included associated receptions.
- Assist in the assembly and dismantling of fundraising equipment, including gazebos and marketing stands.

**Skills/Personal Attributes.**

- Ability to be flexible with working patterns.
- A driving license is essential.
- Be able to work on own initiative and as part of a team.
- Possess effective communication skills, with strong interpersonal skills.
- Literate, numerate with good office practice experience.
- IT literate with understanding of social media tools is desirable.
- An understanding of the British Army and the charity sector is desirable. as well as empathy with the charity's beneficiaries.

**Authorised by:**

**Date:**

**Name: Suzy Holmes**

**Signature: Suzy Holmes**

**Date: 11 February 2025**