

ABF THE SOLDIERS' CHARITY
JOB DESCRIPTION

Executive Assistant Northern Ireland	Direction and guidance from: Regional Director [NI]	Primarily reports to: Regional Director [NI] Date: 2022
<p>Role. Responsible for the day-to-day running of ABF The Soldiers' Charity's Northern Ireland Regional Office, located in Thiepval Bks, Lisburn. The role encompasses:</p> <ul style="list-style-type: none"> • supporting regional fundraising, developing our volunteer fundraising and initiate and deliver regional fundraising events as part of the Regional Office 'team'. • providing dedicated administrative, database management and accounting support to the Regional Director (RD). 		
<p>1. Specific Tasks.</p> <p>a. Fundraising.</p> <ol style="list-style-type: none"> (1) 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. (2) Initiate and manage your own regional events where opportunities exist, and with guidance from your RD. (3) Attend all Regional Flagship events. (4) Support the Briefing and Liaison Officer (BLO) in their activities, where possible. (5) Support myriad 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 and trading items for sale. (8) Maintain currency on fundraising best practice. <p>b. Administration.</p> <ol style="list-style-type: none"> (1) To coordinate the general office administration and provide administrative support to the RD. (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 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 all aspects 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. <p>c. 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 National and 		

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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 to training.
- (8) Working with the RD, BLO and volunteers to ensure that the Region remains GDPR compliant

d. Accounting – (when delegated)

- (1) Monitor the Regional Office income and expenditure; preparing the accounts each month for the RD to approve, prior to sending the return to the Finance Team at Mountbarrow House.
- (2) Account for all donations received.
- (3) Count cash and cheques received at regional level and pay-in to the Region's Bank Account.
- (4) Pay all approved invoices.
- (5) Maintain the Petty Cash account.

e. Others

- (1) 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 by all staff.
- (2) Attendance at the Charity's Annual Conference in June – including associated dinners/receptions.
- (3) Attendance at the Regional Planning Group.
- (4) To help assemble, erect and dismantle fundraising equipment, including gazebos and marketing stands.

2. Skills/Personal Attributes

- a. Ability to be flexible with working patterns.
- b. Driving licence is essential.
- c. A good level of education (A level or equivalent). Literate and numerate.
- d. IT literate with understanding of social media tools is desirable.
- e. An understanding of the British Army and the Charity sector is desirable, as well as empathy with the Charity's beneficiaries.
- f. Able to work on own initiative and as part of a team.
- g. Well-developed communication skills, with strong interpersonal skills.

Authorised by: Chief Executive/Director Regions – 4 June 2019

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