

**ABF THE SOLDIERS' CHARITY**  
**JOB DESCRIPTION**

<b>Executive Assistant South East</b>	<b>Direction and guidance from: Regional Director [SE]</b>	<b>Primarily reports to: Regional Director [SE] Date: 2022</b>
<p><b>Role.</b> Responsible for the day-to-day running of ABF The Soldiers' Charity's South-East Regional Office, located in Robertson House, The Royal Military Academy Sandhurst, Camberley. The role encompasses:</p> <ul style="list-style-type: none"> <li>• supporting regional fundraising, developing our volunteer fundraising and initiate and deliver regional fundraising events as part of the Regional Office 'team'.</li> <li>• providing dedicated administrative, database management and accounting support to the Regional Director (RD).</li> </ul>		
<p>a. <b>Specific Tasks.</b></p> <p>b. <b>Fundraising</b></p> <ol style="list-style-type: none"> <li>(1) Co-ordinating and setting up/scheduling all regional Fundraising events.</li> <li>(2) 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>(3) Initiate and manage your own regional events where opportunities exist, and with guidance from your RD.</li> <li>(4) Attend all Regional Flagship events.</li> <li>(5) Support the Briefing and Liaison Officer (BLO) in their activities, where possible.</li> <li>(6) Support myriad volunteers who are fundraising for our Charity, and act as the primary Point of Contact for new volunteers.</li> <li>(7) Account for, maintain and distribute fundraising equipment and merchandise.</li> <li>(8) Manage regional gift items and trading items for sale.</li> <li>(9) Maintain currency on fundraising best practice.</li> </ol> <p>c. <b>Administration.</b></p> <ol style="list-style-type: none"> <li>(1) To coordinate the general office administration and provide administrative support to the RD.</li> <li>(2) Respond to all telephone enquiries and act as the primary contact to supporters and volunteers.</li> <li>(3) Take initiative in giving guidance to supporters and volunteers in the absence of the RD.</li> <li>(4) Be able to search for, and comply with, relevant policy and process documents held on the Charity's network drives.</li> <li>(5) Receive and dispatch mail.</li> <li>(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.</li> <li>(7) Maintain office equipment, liaising with suppliers/engineers as required.</li> </ol> <p>d. <b>Database Management.</b></p> <ol style="list-style-type: none"> <li>(1) Assist with supporter engagement. Handle supporter information; input, maintain and amend data and maximise use of the regional component of the Charity database.</li> </ol>		

**ABF THE SOLDIERS' CHARITY**  
**JOB DESCRIPTION**

- (2) Ensure that all supporter-entries are correctly coded and updated as needed.
- (3) Setting up each regional event on RE and update the forecast of events.
- (4) Setting up WordPress, Brand Stencil and working closely as the regional POC with the Comms Team and other departments within MBH, following guidance/direction from the RD as necessary for planned and scheduled events with regular update meetings as required. (Specific training will be provided for working with WordPress and Brand Stencil).
- (5) Lead for social media for the Regional Office to ensure that timely posts are submitted on all available platforms to both advertise future events and awareness of what opportunities there are within the region.
- (6) Create and maintain accurate Event records in a timely manner, liaising with National and other regional offices as required.
- (7) Input and update all correspondence relating to a constituent held on the database.
- (8) Make efficient use of the database for communicating with supporters.
- (9) Ensure donations are correctly batched, 'thank you' letters sent and saved, and the gift aid process has been correctly completed.
- (10) 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.
- (11) Working with the RD, BLO and volunteers to ensure that the Region remains GDPR compliant

**e. Accounting – (when delegated)**

- (1) Submit the regional monthly and quarterly finance returns, the EA must have a good understanding of the processes required to account for the region and respective counties and be able to stand in as required over periods of leave/absence for the other EA.
- (2) 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.
- (3) Account for all donations received.
- (4) Count cash and cheques received at regional level and pay-in to the Region's Bank Account.
- (5) Pay all approved invoices.
- (6) Maintain the Petty Cash account.

**e. Others**

- (7) 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.
- (8) Attendance at the Charity's Annual Conference in June – including associated dinners/receptions.
- (9) Attendance at the Regional Planning Group.
- (10) To help assemble, erect and dismantle fundraising equipment, including gazebos and marketing stands.

**f. Skills/Personal Attributes**

**ABF THE SOLDIERS' CHARITY**  
**JOB DESCRIPTION**

- (1) Ability to be flexible with working patterns.
- (2) Driving licence is essential.
- (3) A good level of education (A level or equivalent). Literate and numerate.
- (4) IT literate with understanding of social media tools is desirable.
- (5) A strong social media awareness (training will be made available to upskill as necessary).
- (6) An understanding of the British Army and the Charity sector is desirable, as well as empathy with the Charity's beneficiaries.
- (7) Able to work on own initiative and as part of a team.
- (8) Well-developed communication skills, with strong interpersonal skills.

**Authorised by: Chief Executive/Director Regions –**

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
--------------	-------------------	--------------