

ABF The Soldiers' Charity
Regional Assistant – South West

ABF The Soldiers' Charity is the Army's charity. We are here to help those in the Army family who have been prepared to risk everything for us when they or their family needs it most. We help soldiers, former soldiers and their families whatever the circumstance, whatever the age, whatever the rank – our support and commitment to soldiers is never ending. Our work involves working with veterans from every conflict since the Second World War, including those from recent conflicts in Iraq and Afghanistan. We are totally committed to the future welfare and wellbeing of soldiers.

This is an exciting time to join the charity, now in its 67th year, having successfully rebranded from the Army Benevolent Fund in 2010. In the last 3 years we have seen an increase of at least 15% in applications, from soldiers who have taken part in previous and current conflicts. We anticipate that this rise will continue significantly in the coming years and have therefore set a target to double our fundraising by 2015.

A vacancy currently exists, for the post of Regional Assistant South West; the post is based at the Regional office in Exeter, Devon and reporting to the Regional Director Fundraising – South West. Your primary role will be to provide office, clerical support and to manage the organisation of fundraising projects (both small and large) as well as acting as a fundraising support service to the Regional Director. This is a great opportunity to become a key member of a regional office as well as part of a wider team nationally.

You will need to be proactive, enthusiastic, energetic, assertive, and able to work on your own initiative. You must have the necessary skills to communicate at all levels, as well as being an effective problem solver with minimal supervision. Diplomatic skills are also key as the right candidate will need to liaise with both the military and civilian communities. You must be fully IT literate, comfortable with the application and use of social media tools, and be comfortable with elementary accounting procedures. The role will involve regular access to cash and trustworthiness and honesty must be fundamental attributes of any applicant.

This is a part time post for 21 hours per week. The starting salary is £10,000 per annum. Other benefits include annual holiday of 30 (pro rata) working days plus bank holidays and a contributory group personal pension scheme.

Closing date for all applications is Friday 17 February 2012. Interviews will take place at the South West Regional Office, Exeter, Devon on Tuesday 28 February 2012.

If you have the background and general experience for this role, and want to be part of an enthusiastic team, then please send your CV, application form and a covering letter to:

Major John Noonan
National Office
ABF The Soldiers' Charity
Mountbarrow House
6-20 Elizabeth Street
London
SW1W 9RB

Tel: 0845 241 4823 (0207 901 8903)
Email: jnoonan@soldierscharity.org