

## Welfare Programmes Assistant

12 month fixed-term contract

Competitive salary plus benefits



The Royal Air Force Benevolent Fund is the RAF's leading welfare charity. The Welfare Directorate is responsible for understanding and meeting the social welfare needs of those in the RAF Family, from those currently serving in the RAF and their families through to veterans of all ages. This is achieved through the delivery of a wide range of services, initiatives and programmes which last year helped over 50,000 individuals.

We are seeking a highly organised individual with a compassionate and flexible approach to support the Strategy & Programmes Department, based in the London Head Office. Working to the Welfare Programmes Coordinator you will provide support with administration, records management and dealing with enquiries.

The successful candidate will need to have high attention to detail and advanced IT skills, particularly in relation to Microsoft Excel, with the ability to capture and analyse data. A clear communicator, they will be able to deal empathetically with beneficiaries, and indeed be able to relate professionally to people at all levels, working well in a team and demonstrating strong organisational and interpersonal skills.

A detailed job profile is available on the Fund's website, [www.rafbf.org.uk](http://www.rafbf.org.uk). To apply, please send your CV together with a covering letter detailing why you believe you are suitable for this role and how you meet the person specification to Elizabeth Haigh, HR Advisor, RAF Benevolent Fund, 67 Portland Place, London W1B 1AR or email [HRservices@rafbf.org.uk](mailto:HRservices@rafbf.org.uk)

The closing date for applications is Monday 27<sup>th</sup> July 2020.

**Please note interviews will take place in two stages. Firstly, via Microsoft Teams/Skype/Zoom on Monday 3<sup>rd</sup> or Thursday 6<sup>th</sup> August 2020. The second stage will involve meeting in person in the week commencing 10<sup>th</sup> August 2020.**

Please note that due to the high number of applications expected, only candidates shortlisted for interview will be notified.

*The Royal Air Force Benevolent Fund is a Registered Charity (No. 1081009) which encourages applications from all sections of the community*