

# LEGACY ADMINISTRATION MANAGER



## Permanent, Full Time

Circa £44,000 plus competitive benefits

### Do you want to make a difference?

The RAF Benevolent Fund is the leading welfare charity for the RAF. Every year we make a real difference to over 40,000 people who benefit from our services, by providing support including:

- Helping to reduce social isolation and loneliness among veterans.
- Supporting ill or injured men and women to have a safe place to call home, a home that meets their specific needs.
- Funding youth services on stations to provide clubs and activities for the children of serving personnel who move every few years.
- Providing grants to help with the cost of living. But this is just a few of the ways we help.

It doesn't matter how long someone served or when. If they were part of the RAF, they and their family are part of our RAF Family. We will always be here to support them when they need it most. Join the RAF Family and play your part in making a difference. Every day you will make a difference and play your part in changing the lives of others to help people in the RAF Family get through the toughest of times.

### Do you want to play a part in what we do?

Legacy income represents a significant proportion of our income and averaged £10M in cash income per annum in the last 3 years. It is projected to be £11M per annum over the next 3 years. We are looking for an experienced and knowledgeable Legacy Administration Manager to join our Finance team. The successful candidate will be responsible for managing and operating the administration of all legacies to which the charity is entitled. This is an important position for the Fund in terms of ensuring that the income received from the pipeline is maximised and that the reputation of the charity is protected. You will be well experienced in legacy administration, particularly in the charity sector. You will also have excellent communication and interpersonal skills and show initiative and enthusiasm for the work of the Fund.

The role is based in our London HQ and currently work a minimum of three days in the office per week. The successful candidate for this role will need to prove they have the right to work in the UK.

To apply, please [click on this link](#) to apply through our secure recruitment portal, sending your CV together with a covering letter detailing why you believe you are suitable for this role.

The closing date for applications is **Friday 22<sup>nd</sup> November 2024, 5.00pm**. Please note interviews will take place **week commencing 25<sup>th</sup> November 2024**.

*A copy of the Fund's Candidate Privacy Notice can be found on our [website](#). As an equal opportunities employer, the Royal Air Force Benevolent Fund is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Fund.*

*The Royal Air Force Benevolent Fund is a Registered Charity (No. 1081009).*



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2023

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