

# EXECUTIVE ASSISTANT TO DIRECTOR FUNDRAISING



## **Permanent, Full Time**

Circa £26,000 (depending on experience) 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. Working at the Fund is more than sitting at your desk and in this role you will have the opportunity to be part of our RAF Family. Alongside helping our beneficiaries, we also get to hang out with Spitfires and Typhoons, take part in a Dambusters bike ride, attend events like Royal Ascot, the Chelsea Flower Show, and the Bomber Command Memorial Service. Every day you will make a difference and play your part in changing the lives of others and helping people in the RAF Family get through the toughest of times.

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.

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

People are at the heart of what we do. Together we:

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

We are looking for a candidate to provide confidential, secretarial and business support to the Director Fundraising through the management and delivery of administrative and executive services. This will include support for Trustee committees, facilitating Directorate performance reporting, general administrative duties specific to assisting the Director role and supporting the directorate HoDs as appropriate. Take responsibility and ownership of office organisation, project management, deadline compliance, and important documents and files.

The role is based in our London HQ, with a minimum of three days working 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](#) and send your CV, together with a cover letter detailing why you believe you are suitable for this role, providing examples of how you meet the job profile when you apply through our recruitment portal.

The closing date for applications is **Thursday 23<sup>rd</sup> January 2025, 5.00pm**. Please note interviews will take place the following week.

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).

