

COMMUNITY CARE AND HOUSING ADVOCACY EXECUTIVE



Permanent, Full Time

Competitive salary plus competitive benefits

Do you want to make a difference?

The Royal Air Force Benevolent Fund is the RAF's leading welfare charity, and facilitates the provision of help and support for ex-RAF personnel and their eligible dependants who are in need of assistance. Part of that help is providing support through advocacy. This covers two areas. First by ensuring our beneficiaries receive all statutory care services through the Local Authority and NHS and advice is given on all aspects of community care law and representation at the CHC Appeals provided. Second by providing advice and support to beneficiaries who have housing issues: homelessness, eviction, disrepair and allocations.

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 provide advocacy and advice in the areas of housing law, community care and the CHC funding through negotiating with statutory bodies, drafting written submissions and representing beneficiaries at meetings and appeals, as necessary.

We are seeking a compassionate and highly organised individual with proven experience of oral and written advice as well as strong administration skills to join us in delivering help to the RAF community. Working under the supervision of our Community Care and Housing Advocacy Manager and alongside another Community Care and Housing Advocacy Executive, and a team of welfare executives, you will have responsibility for identifying the need for support and representation among those seeking assistance and provide administrative assistance to the CCHAM.

The successful candidate will need to have current experience of providing specialist written and oral advice and support relating to care services, Continuing Health Care (CHC) funding, housing law and assisting with appeals processes. An articulate communicator with IT skills suited to working in a paperless environment, you must be able to demonstrate an ability to relate to people of all ages, especially vulnerable beneficiaries, in a manner which is conducive to relieving stress and concerns through giving sound and impartial information, guidance and representation.

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. The successful candidate for this role will need to be DBS checked and prove they have the right to work in the UK.

For an informal discussion about the role please contact Elizabeth John, Community Care & Housing Advocacy Manager - Elizabeth.John@rafbf.org.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 **Friday 28th February 2025, 5.00pm.**

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. The Fund takes safeguarding seriously, and appropriate background checks will be completed. You can find out more about our commitment to safeguarding on our [website](#). This role requires a Standard DBS check. 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

Proudly supporting those who serve.



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**FUNDRAISING
REGULATOR**