

WELFARE BENEFITS EXECUTIVE

Permanent, Part Time (4 day week)

Circa £40,000 (pro rata) 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 seeking a compassionate and highly organised individual to work within the Welfare Benefits Team. You will be required to undertake welfare benefit checks and provide tailored advice on missing benefit entitlements and on wider income maximisation areas. You will also be required to provide advocacy and representation at appeal tribunals and with challenging more complex benefit decisions.

The successful candidate will need to have experience of providing welfare benefits advice with skills in advocacy, negotiation and communication. They will be an articulate communicator with excellent 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 older beneficiaries, in a manner which is conducive to relieving stresses and concerns by giving sound and impartial information, guidance and assistance.

The role will be office based at our London HQ, currently with hybrid working of 2 days in the office and 2 days working from home. The successful candidate for this role will need to be Standard DBS checked and 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 **Wednesday 21st May 2025, 5.00pm**. A test will be held **w/c 26th May 2025** and interviews will take place **w/c 2nd June 2025**.

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 an 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

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Proudly supporting those who serve.



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