

# EXECUTIVE ASSISTANT

Permanent, | Full Time | Circa £35,000 + Excellent Benefits

Location: London



## Make a Difference Every Day

For more than 100 years, the RAF Benevolent Fund has been supporting the RAF Family. We are a key partner in the Royal Air Force's mission to look after its people during and after service, ensuring that this service is valued, recognised, and people are supported even when uniforms are eventually shed. We are a national charity with international reach, delivering emotional, financial and practical support wherever and whenever it is needed. Each year, our vital services and support continued to help those serving, families, veterans, and the bereaved, in 30 other countries and in 2024 more than 64,000 people benefitted from the charity's work.

As an organisation, we encourage learning and development and there will be ample opportunity to learn more about the Royal Air Force, the broad impact of the Fund's work as well as developing your own skillset.

## About the Role

We're looking for a proactive, highly organised Executive Assistant to support to **the Director of Fundraising** and **Director of Strategy & Impact**. You'll manage complex schedules, coordinate meetings and committees, prepare key documents, and support strategic projects.

This is a role for someone who thrives on responsibility and variety. You'll:

- Act as secretary for key committees, preparing agendas and taking minutes.
- Liaise with senior stakeholders internally and externally.
- Ensure smooth communication across the organisation.
- Have the opportunity to volunteer for events, meet with beneficiaries and visit RAF Stations.

## What We're Looking For

- Exceptional organisational and communication skills.
- Ability to take initiative whilst providing timely and consistent support to Directors.
- Ability to manage multiple priorities with discretion and professionalism.
- Confidence engaging with senior internal and external stakeholders.

## Additional Information

- Standard DBS check required.
- Must have the right to work in the UK.

## How to Apply

Click [\[here\]](#) to submit your CV and a cover letter explaining why you're the perfect fit, including examples of how you meet the job profile.

**Closing Date:** Wednesday 11<sup>th</sup> March 2026, 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](#).*

*The RAF Benevolent Fund follows Safer Recruitment practices as it strives to ensure that everyone who comes into contact with the Fund will be protected from harm. The successful candidate for this role will need to be Standard DBS checked and prove they have the right to work in the UK. 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).*

