

JOB PROFILE			
Role:	RAF Projects Manager	Date profile last reviewed:	September 2019
Name:		Reports to:	Head of Strategy & Programmes

1. MAIN SUMMARY OF ROLE:

Responsibility for managing and implementing a range of social welfare projects and initiatives within the RAF.

2. KEY RESPONSIBILITIES:

1. Coordinate and manage the delivery of projects, grants programmes and the implementation of services across the RAF, including the production of project plans, policies, post-project evaluation reports and implementing measuring outcomes systems to gauge effectiveness over time.
2. Line manage RAF projects staff, setting objectives, allocating projects and grants work and overseeing the delivery of these.
3. Manage the Social Engagement Worker scheme within the RAF community, line managing a team of Social Engagement Workers based remotely across the UK, setting objectives and overseeing the achievement and reporting of these.
4. Research the feasibility of projects and initiatives, both small and large, and produce written evidence and options papers for consideration by senior management.
5. Compile and provide statistics and reports across the Welfare & Policy directorate as required.
6. Work closely with the Fund's fundraisers in submitting applications for external funding for projects.
7. Represent the organisation at meetings and events with the RAF and external organisations as required.
8. Carry out any other duties within the scope of the job as requested by Director of Welfare & Policy or Head of Strategy & Programmes.

3. DEVELOPMENTAL OBJECTIVES:

1. Progressive professional development through identified training opportunities and programmes.

4. PERSON SPECIFICATION

Qualifications

Essential	Desirable
A minimum of three A-levels grades A – C, or equivalent	Degree or RAF equivalent

Knowledge / Experience

Essential	Desirable
Significant experience in successfully implementing and managing the delivery of multiple projects or services	Experience of working within the charity sector
Knowledge and experience of working within the RAF	Experience of working with social welfare issues and associated organisations
Experience of managing people and allocating work	Experience of working within a case management system
Knowledge of social welfare issues	Experience of budget management
Experience of managing contracts	Experience of the CARE system
Excellent IT knowledge	Experience in developing and managing grants programmes

Competencies

Essential	Desirable
Leading and Supervising – providing others with clear direction, motivating and empowering, and setting appropriate standards of behaviour	Working With People – working well as part of a team and supporting others
Relating and Networking - establishing good relationships with colleagues, beneficiaries and external contacts, relating well to people at all levels	Learning and Researching – gathering comprehensive information, demonstrating understanding and managing knowledge
Planning and Organising – managing time effectively, meeting deadlines and prioritising workload	Analysing – analysing data and information, making rational judgements and analyses
Presenting and Communicating Information – speaking clearly and fluently, expressing key points, projecting credibility and undertaking presentations with skill and confidence	Adapting and Responding to Change – demonstrating flexibility in adapting to changing circumstances, accepting new ideas

Writing and Reporting – writing clearly and succinctly, in a well-structured and logical way	Adhering to Principles and Values – upholding ethics/values, demonstrating integrity and promoting and defending equal opportunities.
Deciding and Initiating Action – taking initiative, working under own direction and taking responsibility where appropriate	Achieving Personal Work Goals and Objectives – accepting and tackling goals with enthusiasm and demonstrating a strong work ethic

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date:

General Information:

Smoking

The RAF Benevolent Fund has a no-smoking policy.

Equal Opportunities

You are required to comply with the Fund's Equal Opportunities Policy and ensure that employees receive equal treatment at all times.

Health and Safety

You must discharge your responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for your own health and safety and that of others. You must also ensure that agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Confidentiality

You are subject to the Data Protection Act 1998 and must not disclose confidential information, particularly that relating to employees, beneficiaries and their records. You are also responsible for the accuracy and integrity of any information which you enter. You must not use personal data held by the Fund for any unauthorised purpose nor disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Fund, unless expressly authorised to do so by Head of Secretariat who is the Data Protection Officer.

Risk Management

The Trustees of the Fund have adopted a policy of risk management which accords with Charity Commission requirements. Risk management is the responsibility of each member of staff.

Suggestions that might assist the Fund in meeting its objectives in a pragmatic and cost-effective way should be directed to your line manager or the Fund's Risk Review Co-ordinator.

Conflict of Interests

You may not, without the consent of the Fund, engage in any outside employment. In accordance with the Staff Handbook, you must declare to your line manager any private interest or voluntary/public duties which could potentially result in personal gain as a consequence of your employment with the Fund. Interests that might appear to be in conflict should also be declared.

Place of Work

You may be required to work on the Fund's alternative sites from time to time.

Review

This job profile is intended as a basic guide to the scope and responsibilities of your post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with you.