

REGIONAL BUSINESS SUPPORT EXECUTIVE – CENTRAL/NORTH ENGLAND AND WALES



Lincolnshire based
Permanent/Full Time

£28,000 per year plus competitive benefits

The Royal Air Force Benevolent Fund is the leading welfare charity supporting current and former members of the RAF, their partners and families, providing practical, emotional and financial support, whenever they need us.

We are looking for a new Regional Business Support Executive who will support the Area Director and wider Engagement Team, to help to reinforce the welfare support messages to serving personnel and corporate partners.

This is a really exciting role to engage with regional stakeholders at RAF stations, as well as maintaining a depth of administrative support and assisting at Fund events. No one day will be the same and this is one of the most interesting roles in the charity as you are the local face and voice of the Fund on the ground.

If you have enthusiasm for the work of the RAF Benevolent Fund please do apply for this fantastic opportunity. There will be travel within your region therefore a full driving licence is required. Knowledge of the RAF or of military charities would also be beneficial.

While the role is based in Lincolnshire, it will require travel within Central and North England/Wales and occasional overnight stays away from home as well as occasionally working evenings and weekends at events when required. Any successful candidate for this role will need to be DBS checked.

A detailed job profile is available on the Fund's website, rafbf.org. For an informal discussion about the role please contact Neil Sturtridge, Area Director on 07880 601015 – after 09 January 2023.

To apply, please send your CV together with a covering letter detailing why you believe you are suitable for this role and providing examples of how you meet the person specification to, Pete Thompson, Head of HR, via email HRservices@rafbf.org.uk.

The closing date for applications is **Friday 20 January 2023 at 5.00pm**. Please note interviews will take place once candidates are identified. Only candidates shortlisted for interview will be notified.

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. 10810090).