

ABF The Soldiers' Charity
Briefing and Liaison Officer – West and South West

An exciting vacancy has arisen with the national charity of the British Army. ABF The Soldiers' Charity is recruiting to the post of Briefer and Liaison Officer (BLO) – South West. Starting in August 2012, the post holder will operate principally from Bulford Camp, Salisbury, Wilts and report to Regional Director of Fundraising West. Your primary role is to provide support to the Regional Directors of Fundraising (RDF) in the West and South West Regions, especially the briefing of Army units and developing community fundraising.

Are you proactive, enthusiastic, energetic, persuasive and able to work on your own initiative? If you have the necessary leadership, project management skills, creative flair to execute a successful fundraising operation both in the military and civilian communities as well as diplomacy and the ability to communicate with people from all walks of life, we would really like to hear from you.

Fundraising is vital for ABF The Soldiers' Charity, which, since 1944, has been the charity for soldiers, former soldiers and their families. We work with veterans from every conflict since the Second World War including recent operations in Iraq and Afghanistan. Here to provide lifetime support in times of need, we aim to be there for each and every soldier and their family who needs our help. For five consecutive years, our support to individuals and to charities that support the wider Army family has risen.

Over the past year, we have supported over 80 specialist charities and some 4815 individuals. We have seen a 21.5% increase in the number of grants to individuals and a 13% increase in the cost of grants to individuals. Our oldest beneficiary last year was 104 and our youngest was 18 months old.

We aim to make grant payments within 48 hours of receiving an application, often making a significant difference at a critical point in people's lives. Our grants help provide practical assistance including home adaptations, mobility assistance, education and training, respite care, furnishings and equipment.

Strong candidates will be fully IT literate and in particular competent in the use of Word, Excel, PowerPoint and Outlook. They will be comfortable with the application and use of social media tools, and have a good working knowledge of book-keeping and elementary accounting procedures. Some experience of fundraising and/or the voluntary sector is ideal. The successful candidate can expect further specialist training in fundraising skills and methods, provided by the Charity.

You will have a full, clean driving licence and will be required to drive a van, emblazoned with the Charity's logo, which is required to transport a mini marquee and other equipment. If you need to use your own car you will receive a Mileage Allowance and a 'servicing' allowance.

You will probably be a recently retired WO1 or WO2 with a proven track record in interpersonal skills, be well organised, with good diplomatic ability and a wide range of current contacts among your peers. You will have an easy, relaxed, but no-nonsense manner and will be able to communicate with all ranks as well as the mainly retired committee members.

This is a full time post for 35 hours per week. The starting salary is in the region of £25,000 per annum.

Closing date for applications is Wednesday 15 August 2012. Interviews will take place in Bulford week commencing 20 August 2012. If you have the background and general experience for this role please send your CV, application form and a supporting statement to:

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