



**Legion
Scotland**

LEGION SCOTLAND ADMINISTRATION & EVENTS SUPPORT

Reporting to: Events Manager Legion Scotland

Term: Full Time

1. **Primary Purpose.** Reporting to the Events Manager, the post will primarily focus on supporting the delivery of Remembrance and Commemorative events throughout the year; supporting Head Office and locally delivered events to encourage comradeship within the Armed Forces community and to ensure the smooth running of Head Office functions pertaining to events.

Responsibilities

- Diary management and liaison with key partners for all meetings at the instruction of the Events Manager
- Control, review and update database information for all key contacts linked to the annual events programme
- Management of all filing for the events programme as instructed by the Events Manager
- Control, review and update guest lists for all events
- Management of invites and RSVP's for all events
- Management of wreath orders and key point of contact with the Poppy factory for all Remembrance events
- Review and maintain the Head Office Events Equipment Register
- Support the delivery of the National Sports Programme
- Support the delivery of the Best Kept War Memorial competition through engagement with Local Authorities, Membership and other interested partners
- Support the delivery of the Silver Poppy Golf Competition
- Support the delivery of all commemorative events throughout the year as instructed by the Events Manager
- Manage travel and accommodation bookings (including itinerary information) for the National Chairman, National Vice Chairman, CEO, Events Manager and VIP's as required
- Management of the Legion Van including MOT, Service, Insurance and regular up keep and checks
- Management, control and checking of all events equipment and fundraising stock
- Support liaison with the armed forces community to improve their relationship with Legion Scotland and to promote joint working at all levels for both serving military and veterans and their families

2. **Secondary Purpose.** The post will also include PA support as and when required by the CEO. This will include day to day administration, emails, letter writing and minute taking for meetings with the Board of Trustees and other key volunteers and partners. Supporting administrative duties only in absence of Office Manager, including incoming and outgoing mail.

You will also be required to:

- Complete other tasks as directed by the Line Manager
- Complete other tasks as directed by the CEO
- Commit to evening and weekend work where required
- Have a clean driving license, with own means of transport/ability to travel

2. **Essential Experience**

- Excellent oral and written communication skills
- Computer literacy, including full range of MS Office suite
- Ability to work under pressure
- An excellent eye for detail and ability to identify and correct inaccuracies
- Excellent time management skills
- Experience identifying trends and problem solving
- Working as part of a team
- Maintaining relationships with a diverse group of people and organisations
- Good diplomacy skills

3. **Desirable Experience**

- Experience of working in a membership organisation
- Experience of Database systems
- Experience with supporting delivery of commemorative and Remembrance events
- Knowledge of Military structure

Legion Scotland Administration & Events Support

Royal British Legion Scotland

£19,000 pa (full time, permanent) + benefits

Central Edinburgh

Legion Scotland (The Royal British Legion Scotland), the largest veterans' membership charity in Scotland, is continuing its ambitious plan for strategic growth over the next 3-5 years. As part of our plans to improve our service to veterans and their families we have an exciting opportunity for someone to join our team.

Primary

Reporting to the Events Manager you will support the delivery of Remembrance and Commemorative events throughout the year. You will engage with Membership and other interested partners to provide support to the annual Legion Scotland events programme.

You must be highly motivated and able to work on your own initiative to prioritise workloads, as well as being able to work as part of a team.

Secondary

Reporting to the CEO you will provide PA support as and when required and you will also be expected to undertake other ad hoc duties and special projects throughout the year.

In return we offer the following salary and benefits:

Salary of £19,000k

31 days annual holidays (with an additional Christmas shut down period)

Employer's contribution to a Workplace pension (following completion of probationary period)

A central Edinburgh office near to public transport links and with free car parking

Hours of work 9am – 5pm Monday to Friday (some weekend work will be required)

Application process

Please email a full CV, (no more than 2 pages and including two referees, one of whom should be your current or most recent manager). Also include a covering letter specifically addressing how your experience and achievements match each aspect of the role.

For more information about Legion Scotland please visit www.legionscotland.org.uk

Please email CV's and covering letter to:

recruitment@legionscotland.org.uk

Closing date: Noon Friday 24th January (extended from 10th of January)

Interviews taking place: Week of 27th January 2020

Start date – Immediate (notice periods will be taken into consideration)

Please note we will be unable to confirm all applications received, only those successful to be called for an interview will receive a response.

