

Job title: Grants Outreach Officer Full time 35 hours	Responsible for: Supporting RNA branches with support for working age veterans	Responsible to: Director of Relationships and Funding
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Context

The Royal Navy and Royal Marines Charity’s (RNRMC) vision is for a world in which our sailors and marines and their families are valued and supported, for life. We strive toward this by working with others to provide support to those in need, dependents after bereavement, and the Serving community.

The Outreach Officer (Afghan) will work for RNRMC alongside the Royal Naval Association (RNA) and other organisations to develop and pilot new approaches for funding to support membership from those veterans who served in more recent conflicts particularly in Afghanistan.

This funding opportunity provides for ever closing working and greater collaboration, efficiency and will enhance the voice and reach of the naval charity sector. Funds made available have the scope to revitalise and refresh existing practices in Associations. With scope to test innovative approaches exploit digital engagement in all forms that can become a new operating model it presents a great chance for organisations to evolve to ensure they survive and thrive for future generations.

Role

Reporting to the Director of Relationships and Fundings at RNRMC and working operationally to the Chief of Staff at the RNA, the Outreach Officer (Afghan) will provide a key role in the delivery and meeting the milestones of the Afghan Grants programme funded by the Office of Veterans Affairs via the Armed Forces Covenant Fund.

The post holder will work independently on specific tasks and as part of a supportive team working together with both the RNRMC and the RNA to delivery this one-year project. You will be expected to quickly develop relationships with RNA branches and partner agencies. Key milestones will be set in line with the funding agreement with the Armed Forces Covenant Trust Fund.

The post will be hosted with RNRMC and the RNA to provide outreach support to membership organisations and branches across the UK. The aim of the role is threefold: -

- to encourage new members of the Association in particular working age veterans.
- to improve the offer for members but specifically those who served in recent conflicts.
- to promote and support the take up of the Afghan grants.

The post holder will also be prepared to attend events and meetings which may fall outside of normal office hours in the evenings or at weekends. The role requires a high level of motivation to drive this project forward.

Responsibilities

- To provide information to RNA branches and membership organisations about the funding available.
- To develop the market and communications plans to reach branches.
- To engage with branches to encourage them to consider the needs of potential new members and develop pilots with a focus on digital engagement, delivery and inclusion.
- To provide admin support to the delivery of workshop and events for stakeholders and grant recipients.
- To help branches delivery their ideas into credible bids.
- To promote and develop special interest groups and virtual branches.

- To support the monitoring process and collection of data.
- To provide general admin support as required to support this programme.
- To provide liaison with the grants team in terms of process.
- Contribute to good relationships with key stakeholders and contacts.
- Team player: help deliver ad-hoc projects; positively contribute to meetings; and champion The Royal Navy and Royal Marines Charity and the RNA.

Knowledge & Experience

Essential

- Experience of undertaking administrative tasks.
- Excellent written and verbal communication skills.
- Strong prioritisation, time-management, and organisational skills.
- Ability to empathise with the needs of clients.
- Ability to work flexibly on own initiative without supervision, and to work under pressure to meet deadlines.
- Ability to be creative to enable innovative and new approaches.
- Excellent understanding of digital engagement including gaming, YouTube and music.
- Experience of community engagement and partnership working.
- Proven IT Skills with Office 365 with focus/detailed usage on use of Microsoft Outlook, Word, Teams, PowerPoint, SharePoint, and Excel (producing Graph Data).
- Demonstrate potential and willingness to learn other applications.
- Understanding and empathy with the aims of the RNRMC and the RNA.
- Evidence of a high work rate and effective productivity as the role requires working within tight timeframes.

Desirable:

- Experience of CRM Database use.
- Experience of working for a charity or not-for-profit organisation.
- Understanding of HM Forces and the Services environment.

Education & Qualifications

Essential:

Sound education to at least 5 GCSEs (Grades A-C) or equivalent (including Maths and English).

Skills/Aptitudes

Essential:

- Flexible and adaptable, able to juggle a range of different tasks to meet deadlines.
- Ability to remain positive and create a professional reputation for the RNRMC and RNA.
- Ability to work both alone and as part of a team.
- A willingness to learn new skills and working systems.
- Exceptional organisational skills.
- Ability to complete tasks within a structured work plan with minimal supervision and direction.
- Demonstrate a positive, willing, and cheerful attitude and demeanor to ensure exceptional customer service is delivered.
- Commitment to high quality service and efficiency in all aspects of the organisation's operations.