

JOB DESCRIPTION: ACTIVITIES EXECUTIVE

Blesma – The Limbless Veterans is the national charity and membership association for limbless serving and ex-service men and women and their dependants.

We help all wounded servicemen and women who have lost limbs, the use of limbs or eyes, to rebuild their lives by providing rehabilitation activities and well-being support.

Blesma campaigns for our veteran's rights and looks after individuals and their families by offering a comprehensive grants and welfare system. Rehabilitation, support, counselling and care are the four principle foundations of our organisation. Together, we can help our men, women and their families face the challenges ahead with renewed confidence and self-belief.

The **Activities Executive** role will play an important part within Blesma as part of a small dynamic team that delivers a stimulating sporting and social activities programme to enhance Members rehabilitation and well-being. This is a fantastic opportunity for a personable, organised and committed individual to join an inspiring organisation and make a real difference in the lives of our beneficiaries.

Current holder	New Post
Main purpose	As part of the Activities Team, deliver an effective programme of sporting and social events, putting the well-being of Blesma members at the heart of everything we do
Location	Work out of Blesma offices – Frankland Moore House, 185-187 High Road, Chadwell Heath, Romford, RM6 6NA
Responsible to	Members Engagement Officer (MEO)
Salary and Benefits	Up to £24,000 depending on experience and qualifications
	Blesma offers a contributory pension scheme – employer's contribution of 5% and a suggested employee's contribution of 5% and a Death in Service insurance benefit equal to one times annual salary.
Contract	Permanent.
Holidays	25 days per annum, plus statutory holidays.
Equal Opportunities	Blesma is an equal opportunities employer and commitment to this is expected.

Full details of Conditions of Employment are set out in Blesma's Employment Contract, the main features of which are standard for all staff.

We seek to attract and employ the best people from the widest talent pool, as well as those who reflect the diverse nature of our society. Blesma encourages a culture where people can be themselves and be valued for their strengths. With an increasingly agile workforce, we are open to flexible working arrangements where appropriate.

JOB SUMMARY

Main Duties

- Work with the Activities Manager and MEO to ensure effective delivery of the Blesma programme of sporting activities and social events.
- Help ensure the Member experience from application and selection through to participation and feedback on events is efficient and friendly
- Look for opportunities to develop the existing programme of activities and events to take into account the emerging sporting and social needs of Members and their families, including national and local activities
- Work closely with other providers of activities for injured Service Personnel and disabled people with a view to facilitating participation by Blesma Members in safe programmes
- Engagement and liaison with Blesma Support Officers, appointed event leaders, administrators and instructors
- Publicity lead for activities, liaising with the Blesma communications team
- Develop a solid understanding of the priorities of Blesma and its standards and values
- A preparedness to work outside of office hours with occasional UK travel, involving some weekend work
- Any other reasonable duties as directed by the Activities Manager or MEO

Main areas of difficulty

- Managing the expectations of the Blesma Members within the Programme's budgetary constraints
- Balancing the need to provide social and cultural events for older Members whilst striving to provide innovative sporting activities and events for recent, younger Members and their families

The Main Duties above are issued for the purpose of guidance and may be subject to variation.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge		<ul style="list-style-type: none"> • Demonstrable knowledge of the needs of Blesma Members of all ages
Skills	<ul style="list-style-type: none"> • High level of written and verbal communication skills • Excellent organisational, time management and problem solving skills • Ability to work under pressure and to deadline • Excellent interpersonal skills and the ability to build positive relationships at all levels • Ability to effectively manage resources • Computer literate including MS Word, Outlook, Excel and Database systems • Competent in the use of social networking communication tools 	

Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE level 	
Experience	<ul style="list-style-type: none"> • Experience of working in an events based role 	<ul style="list-style-type: none"> • Experience of developing and delivering activities programmes • Experience of working with disabled people
Personal qualities	<ul style="list-style-type: none"> • Engaging and proactive • Confident and friendly • Approachable • Calm under pressure • Analytical decision maker • Tactful and diplomatic • Flexible • Organised • Decisive • Discreet 	

Tasks

Activities Programme

- Working with the Activities Manager and MEO to select Members to participate in individual activities
- Event Administration – Information for Activity Leaders; maintaining record of attendance on the Icaris Database; compiling feedback
- Assist the Activities Manager in developing the range of activities on offer, including running “Taster Events” where appropriate

Encourage Members to participate in Activities Programme

- Encourage Members to participate in activities by reaching out via social media (e.g. website, Facebook, monthly Activities Update email) and through the Members’ Bulletin, Blesma Magazine

Local Activities

- Support the programme of local activities, assisting Members as required and working with the National Volunteer Officer to encourage more Members and volunteers to organise events

Additional Tasks

- Compose a monthly Activities email update, liaising with external organisations to promote opportunities for Members
- Keep an up to date record of events in Icaris, including application status, cancellations and participation
- Collate Member information and input it into the Icaris database and Excel spreadsheet
- Promote Local Activities through social media, website and the Blesma Magazine/ Bulletin
- Contact new Members and introduce them to the Activities programme
- Manage activities stock and arrange kit for each activity

- Be the main point of contact for social media and work with the Communications team to promote the activities programme
- Set deadlines for each activity to ensure activities are full and the requested paperwork has been completed and returned
- Provide activities programme data to the Operations Director for Board of Trustees reporting purposes

This job description covers the main tasks expected to be involved in undertaking the job and the main characteristics and qualities required of the jobholder. It is not meant to be all embracing and other tasks may be assigned to the jobholder as necessary and/or operational needs dictate.