

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 well-being support and rehabilitation activities.

Blesma campaigns for our veteran's rights and looks after individuals and their families by offering a comprehensive welfare system and financial assistance programme. Rehabilitation, support, counselling and care are the four principal 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 and Event Administrator** is an important role within Blesma as part of a small 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: Post vacant.

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: Chelmsford Office

Responsible to: Activities Manager

Resourced by: Head Office

Salary and Benefits: 22,704.27 pro rata

Blesma offers a contributory pension scheme – employer's contribution of 5% and a suggested employee's contribution of 3% and a Death in Service insurance benefit equal to 1.5 times annual salary.

Contract: 3 days per week

Holidays: 25 days per annum, plus bank holidays (pro-rata).

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 candidates 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 skills, performance and commitment. With an increasingly agile workforce, we are open to flexible working arrangements where appropriate.

JOB SUMMARY

Primary Purpose

To assist the delivery and impetus for the ongoing development of Blesma's programme of sporting and interest activities and social events for Members and their families in accordance with our strategic plan.

Main Duties

- Event Administration – Information for Activity Leaders; maintaining record of attendance on ICARIS; compiling feedback
- Sourcing venues and activities providers and transport in line with the procurement policies
- Keeping up to date records and managing receipts/invoices
- Maintaining calendar of events and application deadlines
- Encourage Members to participate in activities by producing copy for social media (website, Facebook, monthly Activities Update email) and through the Members' Bulletin, Blesma Magazine.
- Contact new Members and introduce them to the Activities programme.
- Keep an up-to-date stock sheet of all activities stock and manage kit for each activity, including the care/maintenance of the kit.
- Be the main point of contact for social media and work with the Communications team to promote the activities programme.
- Manage venture funding invoices and uploads

This job description covers the main tasks expected to be involved in undertaking the job and the main characteristics of the 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.

Work Context

Based at the Chelmsford office. With a preparedness to work out of office hours, there will be times when there will be the need to work outside of the standard working week. This will be compensated through Time off in Lieu.

Person Specification – Blesma The Limbless Veterans

Job Requirements
Experience <ul style="list-style-type: none">○ Experience of working with data○ Previous experience of an administration-based role
Knowledge <ul style="list-style-type: none">○ Demonstrable knowledge of the needs of Blesma Members of all ages (desirable)○ Demonstrable knowledge of the challenges in running events and proven ability to manage programmes and projects therein
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 deadlines○ Excellent interpersonal skills and the ability to build positive relationships at all levels○ Ability to effectively manage resources○ A confident presentational and public speaking style○ Ability to represent Blesma○ 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.
Personal Qualities <ul style="list-style-type: none">○ Engaging and proactive○ Emotional Intelligence○ Confident and friendly○ Approachable○ Compassionate○ Calm under pressure○ Analytical decision maker○ Tactful and diplomatic

- Flexible
- Organised
- Discreet

Equalities

- Proven and demonstrable commitment to the principles and practice of equal opportunities.