



## THE ROYAL BRITISH LEGION

### JOB DESCRIPTION

- Job Title:** Commemorative Events Programme Co-ordinator
- Reporting To:** Assistant Director for Commemorative Events (CE)
- Role Purpose:** Coordinate all aspects of implementation of the Legion's busy CE and Remembrance Travel (RT) programme that comprises of multiple events/projects within every calendar year. Build an integrated programme plan and provide support to the Assistant Director through the close supervision of key milestones, resource allocations and budgets across the programme. Manage effective communication and collaboration with external partners and internal departments who are key to our event delivery.

This FTC will run for six months.

#### Key Responsibilities:

- Build and maintain an integrated CE and RT plan that includes all key milestones, internal and external dependencies, communication and reporting 'check-points' across all events/projects within the programme;
- Coordinate and support the team to ensure the successful delivery of a busy and dynamic CE and RT programme on time, in scope and on budget; apply the appropriate levels of governance required in proportion to the scale, commitment and benefits of each event/project
- Track delivery against the plan; highlighting to the Assistant Director, delivery team and partners when key dates or tasks are approaching; support and assist them to meet milestones
- Act as the primary liaison with internal and external delivery partners to ensure they are meeting the requirements and milestones set; develop effective relationships with partners to encourage collaborative working towards the same goals and plan;
- Develop project management capability and resources within the CE team to enable them to manage events/projects in a standardised, structured and repeatable way;
- Develop workplans, facilitate meetings and reporting; manage programme related issues and risks; escalating for action where necessary
- Analyse feedback, report on benefits, successes and lessons learnt to the wider team

- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the post-holder.

## **GENERAL**

- To implement the Equal Opportunities Policy into your daily activities.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the Data Protection Act (1998) and to ensure all new systems meet the requirements of TRBL Data Protection Policies, working with the Data Protection Officer.

## **OTHER CONDITIONS**

The job will involve occasional evening and weekend work for which time in lieu may be taken. Some flexibility with hours and travel is required.

**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED APPLICATION/ASSESSMENT/ CERTIFICATE /INTERVIEW
<b>QUALIFICATIONS</b>		
Good Standard of General Education to GCSE level or equivalent	E	Application/Certificate
PRINCE II practitioner or other relevant project management qualification	E	Application/Certificate
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
Significant Project Management experience (minimum £500k budget, inc opportunity costs)	E	Application/Interview/Assessment
Experience delivering complex, inter-dependent projects and assignments on time/budget	E	Application/Interview
Experience delivering projects in large complex organisations and at Directorate-levels	D	Application/Interview
Demonstrable experience of developing effective relationships with stakeholders and 3 <sup>rd</sup> parties	D	Application/Interview
Experience managing diverse stakeholders/clients to a common goal	E	Interview
<b>COMPETENCIES</b>		
Planning & Organising - Level 3	E	Interview
Effective Communications - Level 2	E	Interview
Results Focus - Level 3	E	Interview
Customer Service - Level 2	E	Interview
Relationship Building – Level 3	E	Interview
<b>SKILLS &amp; ATTRIBUTES</b>		
Excellent IT skills, proficient in Word, Excel and Outlook, MS Project	E	Interview
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Interview
Strong team player able to work effectively with diverse client groups	E	Interview
Ability to work effectively under pressure whilst retaining a strong eye for detail	E	Interview

Proactive self-starter, able to work unsupervised within agreed timeframes	E	Interview
Professionalism, discretion and sound judgement	E	Interview
Empathy with mission, objectives and values of TRBL	E	Application/Interview

## Competencies

- Establishes resources and infrastructure to ensure results delivered in most cost effective manner
- Monitors resources to ensure capability of current, and future personal to achieve departmental / organisational objectives.
- Establishes clear strategic goals and direction for department / organisation
- Establishes resources and infrastructure to ensure results delivered in most cost effective manner

- Uses all available methods of communication effectively
- Engages team and peer group through clearly communicating the team vision
- Communicates complex messages and strategies effectively using methods appropriate to recipient
- Supports and encourages team members to develop and improve their communication skills

- Sets challenging mid and long term goals at a department and organisational level
- Proactively seeks opportunities to improve department/ Legion wide performance
- Takes measured risks to achieve own targets and supports others to do the same
- Seeks resolution and closure, makes tough decisions when necessary

- Identifies and implements ways that the team can enhance service provision beyond expectation
- Personally goes above and beyond what needs to be done to meet client / customer expectations –
- Works to ensure internal and external clients / customers need are fully satisfied at all times
- Actively seeks client / customer feedback and responds to the voice of the customer