

JOB DESCRIPTION – LEGION SCOTLAND EVENTS SUPPORT

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

2. Responsibilities

- Support the delivery of the existing events programme.
- Support the research and development of a new range of events that support comradeship.
- Maintain timelines and priorities on all aspects of work.
- Support the management of operational and administrative requirements to ensure successful delivery of projects/events.
- Work with all departments as required, ensuring awareness of events and opportunities are exploited.
- Support the management and delivery of Remembrance and Commemorative events.
- Establish and maintain the Head Office Asset 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 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.

You will also be required to:

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

3. Essential Experience

- Working as part of a team.
- Maintaining relationships with a diverse group of people and organisations.
- Computer literacy, including full range of MS Office suite.
- Supporting events.

4. Desirable Experience

- Experience of working in a membership organisation.
- Knowledge of Military structure.
- Asset management.

5. Skills and Abilities

Dealing with People

Establishing focus	The ability to develop and communicate goals in support of the charities vision and mission.
Providing support	The ability to enhance others' commitment as a volunteer.
Fostering teamwork	As a team member, the ability and desire to work cooperatively with others.
Attention to communication	The ability to ensure information is passed on to others who should be kept informed.
Oral communication	The ability to express yourself clearly in conversations and interactions with others.
Written communication	The ability to express yourself clearly.
Interpersonal awareness	The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.
Influencing others	The ability to gain others' support for ideas, proposals, projects, and solutions.

Dealing with Business

Forward thinking	The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
Initiative	Identifying what needs to be done and doing it before being asked or before the situation requires it.
Results orientation	The ability to focus on the desired result, setting goals, focusing effort on the goals, and meeting or exceeding them.
Thoroughness	Ensuring that all work and information is complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.

Self-Management

Self confidence	Faith in own ideas and capability to be successful.
Stress management	The ability to keep functioning effectively when under pressure.
Personal credibility	Able to demonstrate a responsible, reliable, and trustworthy approach to all aspects of the job
Flexibility:	Openness to different and new ways of doing things; willingness to modify preferred way of doing things.