

**EAST ANGLIA RESERVE FORCES AND CADETS ASSOCIATION**

**JOB DESCRIPTION**

**Appointment Details**

a. Job Title: Administrative Officer (Employer Engagement 1)

b. Job Grade: E1

c. Department: Employer Engagement

d. Reports to: Regional Employer Engagement Director

e. General Description of the Appointment: Employer Engagement administrative and support duties.

**Tasks & Responsibilities**

1. Maintenance of CRM database

* Timely analysis, research and upload of JPA data.
* Update Employer Recognition Scheme data.
* Update Armed Forces Covenant data.
* Create and manage Management Information reports.
* Continuous upgrade of all existing data.

1. Assist with the delivery of the Employer Engagement plan
   * Action Employer Notification returns.
   * Manage the Employer Engagement templates.
   * Assist with Employer Engagement Email Campaigns.
   * Maintain the accuracy of the Engagement calendars.
   * Maintain the Employer Engagement contacts Excel database
   * Housekeeping of online filing system.
   * Build effective relationships with Unit and sub-unit clerks.
   * Administer REEG meetings including taking and distributing Minutes.
   * Collate monthly reports on KPIs
   * Manage County Employer Engagement reports.
   * Assist with content for LinkedIn communications.
   * Keep Employer Engagement Chairmen updated as required.
   * Booking of travel and accommodation.
2. Assist with preparation of events and event communications
   * Prepare event invitations and follow-up emails.
   * Update event assets such as Powerpoint presentations and word documents.
   * Liaise with 3rd party agencies to ensure timely delivery of event requirements.
   * Update event attendees’ details and engagement on Salesforce.
   * Upload and/or share PR elements where required.
   * Attend and set up events.
3. Liaison with AO2
4. Any other task which he or she can reasonably be expected to undertake.

**Essential Competencies.**

1. Excellent communication and inter-personal skills.
2. Confident telephone manner.
3. Excellent accuracy, spelling and grammar.
4. Experience of event planning and co-ordination.
5. Experienced data inputter; IT literate and comfortable using Microsoft Word, Excel and Powerpoint.
6. A willingness to contribute to the Employer Engagement plan.

**Desirable Competencies**

1. Full clean driving license.
2. Ability to be flexible with working hours, as some evening & weekend work will be necessary from time to time, to attend work-related events.
3. Knowledge about the Armed Forces and Cadet Forces.

**Other features**

This job description

1. Should be discussed/ read with the Line Manager at the time of receiving the PDR Staff Report.
2. May be reviewed in the light of changes during the period of your appointment and on change of incumbent.