

Vacancy Information Pack



Remembrance Events Manager

Closing date: 28th April 2024



RBL
ROYAL BRITISH LEGION

Thank You

The Royal British Legion is proud to encourage Remembrance within all communities. Our Remembrance events are just one of the ways we can help to ensure the sacrifices of those who served are never forgotten. As well as taking part in RBL events, we encourage everyone make Remembrance their own – however you choose to remember.

The Remembrance Events Team delivers a busy programme of iconic and high-profile national events. Some of the more well-known events are in November, such as the Festival of Remembrance and the March Past the Cenotaph on Remembrance Sunday. However, we commemorate key anniversaries through one-off events throughout the year across the UK, including Queen Elizabeth's Funeral and the Coronation of King Charles and Queen Camilla, and specifically focussing on the National Memorial Arboretum and London.

We're looking for someone who has experience of working within events, to lead an enthusiastic team of events professionals. We've highlighted that we welcome applicants who have served in the Armed Forces or who have a working knowledge of the Armed Forces Family or wider service community, as so much of the role is working with veterans, their families and the serving community both voluntary and professional.

If this sounds like you, please read on and consider putting in an application.

Catherine Parums
Head of Remembrance Events



Job Description

Job Title: Remembrance Events Manager – 2 Year Fixed Term Contract

Reporting To: Head of Remembrance Events

Responsible For: Remembrance Events Officer x 3, Remembrance Administrator

Role Purpose:

The Remembrance Event Manager will consistently plan and deliver high quality, large-scale, innovative events that enhance the Royal British Legion's reputation as the UK's national champion of Remembrance.

Key Responsibilities:

- To effectively line manage the Remembrance Events team
- To assist in the planning of and manage the delivery of all events within the Legion commemorative programme as directed.
- To liaise where required at the operational level with civil, military and veteran organisations, together with the Royal Household, in commemorative event planning and management.
- Identify and implement relevant event best practice and processes.
- Plan and manage the resourcing and ongoing overall management of venues, suppliers and equipment for Legion commemorative events.
- To present the Legion in a positive light with an emphasis on diversity and inclusivity.
- Provide on-site leadership, direction and management for the successful delivery of national, regional and international events.
- Manage and track budgets, ensuring costs remain within the agreed cost plan. Monitor commemorative events budget.
- Ensure that all follow-on opportunities which arise from events are redirected to the area of the Legion where they would have most value.
- Seek new opportunities throughout the year for the Legion to be involved with events and projects that could deliver aspects of current Legion strategy.
- Writing of post-event reviews to ensure that all learnings are documented and subsequently adopted, in a culture of continuous improvement.
- Any other duties as are within the scope and purpose of the job, the title of the post and its grading as requested by the Head of Remembrance Events.

This job description reflects the current scope of duties and responsibilities of the role.

The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.

General

- To live The Royal British Legion's shared values (Service; Collaboration; Passion; Excellence; Valuing our people) in the way you work and engage with others - the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, enacting Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.

- To uphold the requirements of the General Data Protection Regulations and Data Protection Act 2018.
- To maintain required levels of confidentiality regarding information that you come to possess in the course of your work which is commercially or personally sensitive.
- To be inclusive and equitable in your treatment of any parties you engage with through your duties, upholding RBL's Diversity & Inclusion policy and ensuring that we act as an equal opportunities employer and in accordance with the Equality Act (2010).

Person Specification

Criteria	Essential / Desirable	How to be measured
Qualifications		
Project or event management qualification	D	Application
Knowledge & Experience		
Significant experience of major event planning	E	Application/interview
Project and planning experience	E	Application/interview
Experience of process driven reporting	E	Application/interview
Ability to manage multiple projects	E	Application/interview
Line management experience	E	Application/interview
Ability to influence people and use influencing skills to deliver change	E	Application/interview
Ability to audit event system effectiveness from planning to delivery	E	Application/interview
Budget management and monitor spending (minimum £1 million per event budget, incl. opportunity costs)	E	Application/interview
Skills & Attributes		
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
Excellent IT skills, proficient in Word, Excel and Outlook	E	Interview
Proactive self-starter, able to work unsupervised within agreed timeframes	E	Interview
Flexible and adaptable style	E	Interview

During the selection process, we will also use values-based competency assessment to understand your alignment with RBL's values.

Service

We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.

Collaboration

We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.

Passion

We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.

Excellence

We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.

Valuing our People

We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.

Offer Terms

Work Pattern

35 hours per week, Monday-Friday, 9am-5pm

Location

You will be contracted to our London Hub, Haig House. Under our Future Working framework, there will be some flexibility for working remotely/at home, using our collaboration tools to work with colleagues, but with a minimum expectation of two days/week connecting directly face-to-face with colleagues at the hub.

Compensation

£41,172 (Inclusive of London Supplement)

Employee Benefits

- 28 day’s paid holiday per year (plus bank holidays), increasing to 29 days after 2 years and 30 days after 5 years. Plus the ability to buy up to 1 working week of additional leave
- Contributory pension scheme – min 2% employee contribution receives 6% employer contribution up to max of 10% employer contribution matched with 5% employee contribution (until 5 years’ service reached, when 14% employer contribution achievable)
- Death-in-service Life Assurance, with a benefit of 3x annual salary
- Employee Assistance Programme
- Season Ticket and Rental Deposit Loan Schemes / Cycle to Work Scheme
- Reward Hub online benefits platform with extensive offers and discounts

Working for RBL

RBL employs c 1,900 people across the country campaigning on behalf of the Armed Forces community, delivering support services to them, leading Remembrance on behalf of the nation, raising funds to support our work and developing and running the organisation and our network of membership branches.

We work collaboratively across our workforce and operate flexible hybrid working practices in our

major hub offices, using the latest technology to stay connected with colleagues, members, and beneficiaries. We come together around our common [purpose](#), and our values.

RBL is modernising, and we are ambitious to deliver more for the communities we support. We are becoming a more inclusive, flexible, customer-focused, data-driven, and collaborative organisation. But don't just take our word for it. Read our employee stories [here](#), and about our impact [here](#).

It's therefore an exciting time to be part of both changing the lives of our customers and changing the organisation and its future capacity and capability. This presents considerable opportunities for learning within role, and possibilities for career development...And, of course, the satisfaction that comes with knowing that you are making a real difference to the lives of those who serve/have served our country, to keep us safe and to protect our democratic freedoms and way of life.

Diversity, Equality and Inclusion

We are committed to building a truly inclusive organisation of diverse people and perspectives.

We actively engage in a programme of work to develop our practices and we have set out [our commitments](#) to realise this ambition. We will keep listening, learning, and sharing our progress and impact.

We are Disability Confident employer, signed up to Race Equality Matters and Pride In Veteran standards.

We guarantee an interview to any applicant who declares a disability or/and are part of Armed Forces community on application and whose application demonstrates that they meet the Essential criteria of the role, as set out in the Person Specification.

How to Apply

Your application should be submitted through our jobs site at [Find A Role | Careers | Royal British Legion](#).

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