

Vacancy Information Pack



Wales Remembrance Events Manager

Closing date: 7th June 2024



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.

For the 2024 Remembrance year in Wales, The Royal British Legion is appointing a Wales Remembrance Events Manager who will lead on the planning, delivery, administration and evaluation of two high profile events in Wales. These are the Annual Wales Festival of Remembrance now in its 44th year, will take place at the ICC in Celtic Manor and the Wales Fields of Remembrance in the grounds of Cardiff Castle; both in early November 2024. These two long standing and high profile events are well known and very well supported events that form the backbone of how Wales remembers the service and sacrifice of all that have served and still serve within our Armed Forces Community.

We're looking for someone who has experience of working within events, who alongside many key partners and stakeholders from across Wales will lead the delivery of the two events this year. Its important that you understand the requirements of operating in a bi-lingual nation like Wales. 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.

Ant Metcalfe
Head of Community Engagement



Job Description

Job Title: Wales Remembrance Events Manager – 7 Month Fixed Term Contract

Reporting To: Head of Community Engagement

Role Purpose:

This is an exciting opportunity to be part of the Network Engagement Team to support the delivery of key and high profile remembrance events across Wales in 2024 (Festivals of Remembrance and the ceremonial openings of the Devolved Nations Fields of Remembrance). You will be solely responsible for the effective management of the delivery of these events, with a specific emphasis production and logistical arrangements.

We are looking for someone who can engage effectively with a range of audiences and both support and challenge stakeholders.

Key Responsibilities:

- Plan and manage the delivery of these two events as directed.
- Liaise at an operational level with teams across the Legion including Operations, Remembrance, Local Branches to support the delivery of production and logistics
- Manage key senior stakeholders
- Plan & manage the resourcing for venue activity and ongoing overall management of venues, suppliers and equipment for allocated activity
- Work within a Project Management framework to gather requirements from across the organisation and develop robust plans
- Plan attached VIP Events – including distributing letters / tickets, drafting seating plans and monitoring responses
- Project manage the production of the event programmes
- Distribute RBL, civilian, military and muster invitation and log responses
- Market the events – press releases and ticket sales campaigns with the venues
- Provide on-site direction and management for the successful delivery of the Events
- Manage and track budgets, ensuring costs remain within the agreed cost plan
- Writing of post-event reviews within the existing framework to ensure that all learnings are documented and subsequently adopted, in a culture of continuous improvement.

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

25 hours per week, Monday-Friday, working pattern will be finalised with successful candidate

Location

You will be contracted to your home address, and you will perform most of your work remotely there using our collaboration tools to work with colleagues, with occasional travel around Wales and to our London Hub for meetings. You will need to have an understanding of working in and delivery large scale events in a devolved nation and be sensitive to operating in a bi-lingual nation.

Compensation

£36,720 (Pro Rata) £26,228 Per Annum

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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