



# JOB DESCRIPTION & PERSON SPECIFICATION

## Armed Forces Programme Co-ordinator

The Black Country Chamber of Commerce is proud to lead two major projects supporting the Armed Forces Community across the UK and beyond. In 2020, we proudly received the Defence Employer Recognition GOLD Award as a testimony to our team's endeavors over the years engaging with and ensuring the profile of our military community is raised at the highest levels.

This role is key to the success of these projects and is part of the Commercial Team at the Chamber, reporting into the Armed Forces Champion & Programme Manager. Initially a fixed term contract for up to 8 months, the role will continue as long as there is funding, and our ambition is to make the projects self-sustaining and secure future funding as necessary.

We would, of course, welcome any applications from those in the Armed Forces Community or with a Military background.

## MAIN ACCOUNTABILITIES

Supporting the delivery of the *Chamber Military Network* and *Supporting the Unsung Hero* programmes in consultation with the Programme Manager, including forward planning, ideation, monitoring and reporting.

Liaising with an eclectic mix of stakeholders from within the Chamber Network, the Armed Forces Community, businesses community, delivery partners and beyond.

Creating, organising and co-ordinating a wide variety of both virtual and in-person events, locally and nationally in partnership with other Chambers.

Creative writing content to help promote the programmes and encourage participation.

Leading on Social Media campaigns to drive the success of the programmes, maintaining the programme websites and monitoring and moderating our closed groups - adhering to brand guidelines and Chamber social media policy.

Supporting volunteers such as our Nationwide Champions and Mentors and assisting delivery partners with travel arrangements, where necessary.

Being a key 'face' for the programmes, from handling initial enquiries and following up on questions and queries to meeting funders and attending events when required.

Confidently managing a suite of administration tasks from processing applications accurately and in line with data compliance to monitoring the impact of the programmes for reporting and market research purposes.

Ensuring that all work practices and events activities are delivered professionally and in line with the Chamber's Health and Safety policies.

To be an enthusiastic member of an agile team, prepared to carry out other duties commensurate with the role and role grade as required and directed from time to time.

## PERSON SPECIFICATION

We know we are looking for that someone special and your suitability for the role will be assessed during the application, interview, and any assessment stages, based primarily on and how you meet the below criteria:

AREA	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>		
Comprehensive administrative experience	✓	
Co-ordination of events	✓	
Experience of working within a business support organisation		✓
Experience of maintaining data and reporting	✓	
Experience of producing reports and research into business issues	✓	
<b>SKILLS</b>		
Excellent communication skills both written and oral	✓	
Strong organisational skills with a passion for and meticulous attention to detail	✓	
Excellent administration skills including a proven ability to oversee simple websites and social media channels	✓	
Experience of managing projects with multiple stakeholders	✓	
Ability to work on own initiative and as part of a team	✓	
<b>KNOWLEDGE</b>		
Demonstrable interest in business and the Armed forces		✓
A detailed understanding of the armed forces community, Ministry of defence and policies with in		✓
A detailed understanding of the environment, institutions and the processes which influence and impact the work of the Chamber		✓
An understanding of the economy and business in general		✓
<b>OTHER</b>		
Full UK Driving License and access to a suitable car vehicle and / or ability to travel across the region		✓

## GENERAL INFORMATION

The role is a Fixed Term Contract for up to 12 months, reporting into the Armed Forces Champion and Programme Manager.

It is a full-time position, 35 hours per week.

The role will involve working from our offices in Wolverhampton and at home, with some travel across the UK.

The salary for this role is Band D. (Circa £22-£25k)

Pension contribution + other benefits are available.

At the Black Country Chamber of Commerce, we embrace equality and diversity and are proud to employ a diverse team who work towards delivering value for our members and the wider business community, making the region a great place to live, work and do business in.

---

**Please send a copy of your CV with a covering letter detailing why you feel you are suitable for the role to:**

[CalumNisbet@blackcountrychamber.co.uk](mailto:CalumNisbet@blackcountrychamber.co.uk)

Should you have any questions, please call Calum on 07810 377793.