



Benevolence Co-ordinator

Role Description

The Royal Armoured Corps Memorial Trust was formed in 1946, when the Corps consisted of no less than 82 individual units. 78 years on, that number has reduced to just 14 Regiments, including our four Yeomanry regiments, yet the role of the Trust remains as relevant and as important today as it ever was.

Our objectives remain unchanged to this day and are threefold:

- To help maintain the military efficiency and *esprit de corps* of the Royal Armoured Corps
- To support all members of the Royal Armoured Corps, both serving and retired, and their families, when in time of need
- To honour the memory of all those members of the Royal Armoured Corps who have died in the service of their country.

The Trust is run by a Chairman and Board of volunteer Trustees, all of whom have served in or have had close connections with the Royal Armoured Corps at some point in their careers. The Trust serves all members of the Royal Armoured Corps and their families, irrespective of cap badge or rank. It is important to state that we do not compete with individual Regimental associations or charities. On the contrary we work closely with them to ensure that every member of the wider Corps family has the support that he or she needs.

The Trust works in close co-operation with The Tank Museum. To minimise our operating overheads, we operate as a separate entity from a hot desk within the main office of the Tank Museum, whilst our accounts are administered on our behalf by the Museum's Head of Finance. Given that the RAC Wall of Remembrance as well as our Remembrance Room, housing our four Books of Remembrance, are both located on the Museum's premises, this promotes a strong and close working relationship between the two charities.

Over the years, the Trust has accumulated a capital fund from donations received from members of the Corps, which it uses to generate its income. Approximately £15-£20,000 is applied to support our serving and veteran community and their families when in time of need.

Because of our very limited administrative resource, the Trust only receives requests for benevolence support through a Royal British Legion, SSAFA or similar case worker, using a Services Charity software package called MOSAIC.

Individual grants are clearly targeted to meet specific needs, such as replacement of white goods, or funding training courses to help a veteran get back on the employment ladder. The individual sums may not be large in themselves, but they can make a huge difference, both financially and psychologically, to a veteran when in need. In the last year, for example, 37 benevolence grants were paid out totalling over £16,000.

The Benevolence Co-ordinator will be responsible to the Chairman for managing the Trust's benevolence activities. This is a part-time volunteer role, ideally suited for an ex-service man or woman with a good knowledge of the Corps and its individual regiments or someone who is willing to learn. He or she will be the first point of contact for caseworkers requesting benevolence support, using the MOSAIC software.

This unpaid volunteer post has flexible hours but is likely to take up at least two mornings per week, depending upon the level of demand. A hot desk and laptop will be provided in the Tank Museum on any day of the week except Mondays.

Role Profile	
Role Title	Benevolence Co-ordinator
Nature of Role	Voluntary, part time
Place of Work	Hot desk in Finance Office, The Tank Museum
Key Relationships	RACMT Chairman, RACMT Trustee responsible for Benevolence, RACMT Administrator, Tank Museum Head of Finance
Key Accountabilities	<p>MOSAIC</p> <p>Act upon the automatic email alerts received when a request for support is posted onto the MOSAIC software by a caseworker</p> <p>Follow documented processes with each benevolence request</p> <p>Benevolence Register</p> <p>Maintain a register of all requests for support, including those offered, paid, or declined.</p> <p>Provide the Chairman with a quarterly summary of benevolence activity.</p> <p>Provide the Board of Trustees with a summary of benevolence activity for their six-monthly meetings.</p> <p>Provide statistics and non-sensitive data regarding the Trust's benevolence activities to other service charities and the Charity Commission upon request</p> <p>General</p> <p>Liaise with a wide range of internal and external individuals and organisations, including Trustees, Tank Museum staff, service charities and the general public. Represent and maintain the good reputation of the RAC Memorial Trust.</p> <p>Help trustees with any future events that are run by the Trust.</p>

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills 	
Knowledge & Skills	<ul style="list-style-type: none"> • Good IT skills • Proficiency in MS Office • Knowledge of military life 	<ul style="list-style-type: none"> • Interest in Social Care • Military charities • Regimental histories
Personal Aptitude & Skills	<ul style="list-style-type: none"> • Keen eye for detail and an inquisitive mind • Ability to work with minimum supervision as part of a small team • A strong communicator 	
Experience		<ul style="list-style-type: none"> • Experience of operating a CMS software programme • Experience of preparing briefing papers
Other requirements	<ul style="list-style-type: none"> • Willingness to undertake a Disclosure and Barring Service (DBS) vetting procedure 	