

## **Job Description – Charity Co-Ordinator**

**Reports to:** Finance Director  
**Based:** Peterborough  
**Hours:** 3 days per week totaling 21 hours– *A flexible approach to working hours is required due to the nature of the role*

### **Who we are.**

The RHA is a member-led trade association supporting people and businesses in the road transport industry.

Find out more about us and our values on our website <https://www.rha.uk.net/>

At the RHA we believe that through collaboration and being a supportive, trusted partner, we can achieve great things. Our hybrid working approach allows our people to work both in our office locations and at home, providing flexibility and resources to succeed in your role.

At the RHA, our Equity at work strategy is aligned to our company values and who we are. We are committed to driving inclusion for all; aspiring to create a workplace that is fully representative of the communities and members we serve.

The RHA operates a Benevolent Fund on behalf of its members providing financial support to cover day-to-day struggles to funding towards training to support with medical aid equipment.

### **What you'll do.**

You will provide effective support to the Trustees of the Benevolent Fund being responsible for claims management, promotion of the fund & ensuring the accuracy of records as well as the reporting of the Fund.

### **Key responsibilities and duties:**

- Applications & enquiry management
- Secretary duties to the fund, arrangement & attendance at trustee meetings
- Develop 3<sup>rd</sup> party relationships to benefit the fund
- Organise and run fund raising activities, with RHA colleagues
- Provide relevant Management Information to evaluate the success of the fund
- Undertake research as required to develop the Fundraising strategy of the fund
- Undertake research as required to develop the Benefits strategy of the fund
- Develop, maintain & manage promotional campaigns

### **Who you are.**

- The ability to communicate clearly and confidently with a range of people, both on the phone and face to face
- Focused on delivering outstanding customer service internally and externally
- Professional & empathetic approach when dealing with all issues and employees
- Proficiency in Microsoft Office & Social Media Channels
- Must be a people person
- Strong teamwork skills essential
- Positive 'can do' attitude
- Strong organisational skills with attention to detail and a methodical approach

**General:**

- There may be occasions when it is necessary for duties to be undertaken away from the office
- Any other tasks which can reasonable be performed as requested by the Trustees
- Employees are required to follow the Standard Operating Procedures (SOPs) for all finance processes
- Employees must adhere to all company policies and procedures including the RHA's Information Security & GDPR policies which outline their obligations regarding confidentiality of information including passwords.
- Adhere to the Companies Act requirements related to document retention.

**Worried that you don't meet all the desired criteria exactly?**

At the RHA we are passionate about Equity at work and creating a workplace where everyone can thrive, whatever their background. If you're excited about this role but your experience doesn't align with every part of the job description, we encourage you to apply as you may be the right candidate for this role or another role, and our recruitment team can help you see how your skills fit in.

**What we offer.**

We believe that taking care of our employees is the key to their success. That is why we offer an excellent remuneration and benefits package, 25 days holiday entitlement plus bank holidays for full time employees and paid leave for charity projects. You can also purchase additional holiday.

We offer an extensive benefits package including private medical and dental insurance following completion of probation, Cycle scheme, monthly prize draw, Medicash and pension schemes.

We take pride in our commitment to supporting you at every stage of your career by providing top notch learning and development pathways.

If you require any reasonable adjustments or have an accessibility request as part of your recruitment journey, for example, extended time or breaks during interviews or assessments, a sign language interpreter, or assistive technology, please contact our HR team for further support.

**General Responsibilities:**

All employees of the RHA have the following responsibilities:-

**Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

**Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

**Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

**Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

**Data Protection Policy**

- To be responsible for the activities required to support the organisation's Data Protection Policy.

**Employee's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**Review Date:**

**Date:**