



JOB DESCRIPTION

Post: Employer Engagement Administrative Officer (EE AO)

Department: Employer Engagement (EE)

Line Manager (LM): Regional Employer Engagement Director (REED)

Salary: £19,911

Grade: E1

1. General

The post holder is responsible for providing general assistance to the Engagement team as necessary and is responsible to the REED for the duties outlined below.

2. Duties

- Administer the Yorkshire and Humber Salesforce database.
- Administer the regional EE accounts on Salesforce.
- Provide statistical returns and regular reports to Defence Relationship Management (DRM).
- Maintain contact with supportive employers, military units and colleagues throughout the RFCAs and DRM
- Attend meetings and training with DRM as required.
- Arrange meetings, presentations and help with organised events in regard to EE activities.
- Organise and assist with preparation of EE meetings, including recording invitations and replies and taking minutes.
- Attend Engagement events such as Employer Recognition Scheme awards and the Great Yorkshire Show and any other events arising which may include evening working
- Coordinate appointments for the REED and Assistant REED (AREED)
- Update and coordinate the Engagement Diary.
- Maintain the stock of EE promotional, advertising and publication materials.
- Create procurement orders and record subsequent invoices.
- Assisting in the update of databases used by the RFCA.
- Additional duties as may be required from time to time but consistent with the grade.
- Assisting with RFCA meetings and events as required.

3. Health and Safety

To be aware of and comply at all times, with the terms of the Association's Health and Safety Policy Statement, which is posted on all staff notice boards throughout the Association's site.

4. Administrative

This job description may be reviewed in the light of significant changes in responsibility or at a change of incumbent.