

From:

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Chief of Staff and
Director of Youth and Cadets



**Reserve Forces' and Cadets'
Association
for Greater London**

Vacancy Notice

8 May 2017

REGIONAL EMPLOYER ENGAGEMENT DIRECTOR RESERVE FORCES' AND CADETS' ASSOCIATION FOR GREATER LONDON

The above vacancy, operating from Fulham House, 87 Fulham High Street, Fulham, London, SW6 3JS needs to be filled from the beginning of July 2017. This role requires regular travel across Greater London and occasionally to other parts of the UK. The appointment calls for a probationary period of six (6) months, after the satisfactory completion of which the position will become permanent. The job description is attached hereto.

The ideal candidate will have management and organisational experience, particularly in the commercial environment, and in business to business engagement. The successful applicant will have excellent communication, interpersonal, presentational, briefing and strong IT skills, particularly Microsoft Word, PowerPoint and Excel. They would also have account and/or sales management experience.

The candidate must be flexible, approachable, driven and able to integrate in to the engagement team. They must be able to build strong, lasting and mutually beneficial relationships with key internal and external stakeholders, both military and civilian. For this reason the successful candidate should have an understanding of the Regular/Reserve/Cadet military environment as well as employers' CSR policies, CRM database, preferably Salesforce and a general understanding of HR and employment. It is also desirable that they have experience of event planning and management

The salary for this position, including the London Weighting Allowance of £3,000 per annum, is £35,035 per annum. In addition, the successful candidate would be eligible to join our pension scheme in which he/she will receive a 6% non-pensionable addition to pensionable salary to defray the contribution costs. The annual leave entitlement of 25 days plus Bank Holidays in accordance with RFCA Staff Regulations may be increased up to 30 days if prequalification criteria are met.

Offers of employment will be conditional on the following:

- The applicant must prove that he/she has the right to work in the UK;
- The applicant must submit to a full medical examination by a qualified medical practitioner appointed and paid by the Association;
- References provided must be deemed satisfactory by the Association;
- The applicant must agree to sign a contract.

Application forms may be obtained from the Head of Support Services at gl-offman@rfca.mod.uk. When completed it must be submitted in hard copy and signed with a covering letter and a CV of not more than 2 pages to:

Head of Support Services
Reserve Forces' and Cadets' Association for Greater London
Fulham House
87 Fulham High Street
London SW6 3JS

Closing date for applications is **Friday 26 May 2017** and interviews for retained candidates will take place on either 1st or 2nd June 2017.

JOB DESCRIPTION

Job Title: Regional Employer Engagement Director (REED) **Grade:** C2

Department: Engagement

Responsible to: Head of Engagement (HEng)

Overall Purpose of Job

1. The role of the REED is to raise awareness of the Government's defence objectives at regional level by delivering a coherent employer engagement programme to support Defence People Initiatives. The REED does this by establishing enduring relationships with employers in both the public and private sector across Greater London. The principal output is to assist in creating the environment which will encourage employers to support Reservists from the three Single Services. The role involves extensive travel around the Greater London region to conduct meetings and hold events and for that reason, excellent communication skills and an ability to use initiative are required.

Main Activities/Tasks

2. Prepare, issue and deliver effective Employer Engagement (EE) and Employer Support (ES) within the Greater London region.
3. Deliver EE against measurable KPI's on regional Development Accounts.
4. Develop and maintain an effective liaison with employers and employer organisations.
5. Raise awareness of matters relating to the employment of Reservists and Cadet Force Adult Volunteers.
6. Gain and maintain supportive employer relationships to defence across the range of Defence People areas (Service Leavers, Reservists, Wounded, Injured and Sick, Spousal employment and Cadet Adult Volunteers)
- 7f. Move employers up the Defence 'Ladder of Support' and onto the National Employer Recognition Scheme in order to identify suitably qualified employers for awards.
8. Promote and encourage signings of the Armed Forces Covenant.
9. Assist the Chains of Command to establish and maintain partnering arrangements with employers and de-conflict with each other.
10. Educate employers on the operational requirements of mobilisation, demobilisation and contingency operations.
11. Advise London Reserve units on best practice related to their Reserves, employers and engagement events.
12. Deliver prestigious award ceremonies such as a Bronze or Silver Defence Employer Recognition Scheme event on an annual basis.
13. Produce periodic reports on progress as required, keeping the Head of Engagement (HoE) informed of progress through quarterly reviews.
14. Work as part of a small team made up of existing REEDs and other Engagement staff.

15. Maintain and update the Salesforce Customer Relationship Management database of Reservists and employer contacts.
16. Maintain an effective liaison with DRM and wider MOD and Single Service colleagues by attending meetings across Greater London.
17. Identify potential Reservist/employer stories and case studies for media disclosure and work with the Head of Communications to produce these.
18. Organise and manage local events and briefings and when required, speak and present to small and large audiences of employer and industry related organisations.

Additional tasks

19. Provide support to wider MOD and Single Service meetings by acting as Secretariat.
20. Support Community Engagement activity.
21. Organise and support “Employers Abroad” schemes within Europe as directed. This will involve travel.
22. Liaison and furthering relations with Veterans organisations and Service charities.

Health & Safety at Work

23. Take reasonable care for their health and safety and of other persons who may be affected by their acts or omissions while at work. He/she will also be responsible for the health, safety and welfare of subordinate staff.

Performance and Development Reports (PDR)

24. Twice a year, have own performance assessed and reported upon by Line Manager. The REEDs Line Manager is the Head of Engagement, the Countersigning Officer is the Chief Executive.

Security

25. Undergo a Basic Check (BC) or Security Clearance (SC) in accordance with the Association’s Security requirements.
26. Sign annually and comply with the Security Operating Procedures (SyOps) for the use of the Association Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

General

27. Be prepared to carry out other duties, commensurate with competencies held and C2 Grade as directed by the Head of Engagement, Chief of Staff or Chief Executive.
28. The post involves some evening and weekend work which is compensated by way of TOIL or overtime.
29. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.