From:

Lt Cdr (Retd) A Pringle MCGI
Chief of Staff
Director of Youth and Cadets

Reserve Forces' and Cadets' Association for Greater London

VACANCY NOTICE 3 July 2023

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

The above vacancy, operating from Fulham House, 87 Fulham High Street, London, SW6 3JS needs to be filled by 1 September. The role is to provide maternity cover on a fixed-term 12 month contract. 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 be confirmed to a total of 12 months. The job description, including the required competencies is attached hereto. The ideal candidate will have a management and organisational background with experience of business to business engagement and excellent communication, interpersonal, presentational and strong IT skills.

The salary for this position, including the London Weighting Allowance, is £37,850 per annum. In addition, the successful candidates would be eligible to join our pension scheme. The annual leave entitlement is 25 days plus Bank Holidays and Association Privilege Days

Offers of employment will be conditional on the following:

- Confirmation of the right to work in the UK;
- Satisfactory references;
- Successful completion of the Baseline Personal Security Standards (BPSS) check;
- Agreement to sign a contract.

To apply please send a CV of not more than 2 pages together with a covering letter giving evidence of how you fulfil the requirements of the role, preferably electronically or by hard copy to:

Head of Support Services
Reserve Forces' and Cadets' Association for Greater London
Fulham House
87 Fulham High Street
London SW6 3JS
gl-offman@rfca.mod.uk

Closing date for applications is **Thursday 27 July 2023** and interviews for retained candidates will take place at Fulham House on Thursday, 3 August Please note that if sufficient applications are received from candidates suitable for interview, the Association reserves the right to close the application process earlier than the given date.

Reserve Forces' and Cadets' Association for Greater London

JOB DESCRIPTION

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

Department: Engagement

Responsible to: Head of Engagement (HEng)

Overall Purpose of Job

1. The Regional Employer Engagement Director (REED) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA). The role of the REED is to raise awareness of the Government's defence people objectives at regional level by delivering a coherent defence strategy 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 Service Leavers, Reservists, Cadet Force adult Volunteers, spousal employment and support wounded injured and sick personnel from all three Services. The role involves 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. The REED's tasks and responsibilities are to:

a. Prepare, issue and deliver effective Employer Engagement (EE) and Employer Support (ES) within the Greater London region.

b. Deliver EE against measurable KPI's on regional Key Accounts.

c. Develop and maintain an effective liaison with employers and employer organisations.

d. Raise awareness of matters relating to the employment of Reservists and Cadet Force Adult Volunteers.

e. 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 Force Adult Volunteers)

f. Move employers up the Defence 'Ladder of Support' and onto the National Employer Recognition Scheme in order to identify suitably qualified employers for awards.

g. Promote and encourage signings of the Armed Forces Covenant.

h. Assist the Chains of Command to establish and maintain partnering arrangements with employers and de-conflict with each other.

i. Educate employers on the operational requirements of mobilisation, demobilisation and contingency operations.

j. Advise London Reserve units on best practice related to their Reserves, employers and engagement events.

k. Deliver prestigious award ceremonies such as a Bronze or Silver Defence Employer Recognition Scheme event on an annual basis.

l. Produce periodic reports on progress as required, keeping the Head of Engagement (HEng) informed of progress through quarterly reviews.

m. Work as part of a small team made up of existing REEDs and other Engagement staff.

n. Maintain and update the Salesforce Customer Relationship Management database of Reservists and employer contacts.

o. Maintain an effective liaison with Defence Relationship Management (DRM) and wider Ministry of Defence (MOD) and Single Service colleagues by attending meetings across Greater London.

p. Identify potential Reservist/employer stories and case studies for media disclosure and work with the Head of Communications to produce these.

q. 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

3. Be prepared to undertake other tasks as directed by the Head of Engagement or Chief Executive which might include:

a. Supporting wider MOD and Single Service meetings by acting as Secretariat.

b. Community Engagement.

c. Support and organising "Employers Abroad" schemes within Europe (which will involve travel)

d. Liaison and furthering relations with Veterans organisations and Service charities.

Competences Required for the Post

4. **Essential Competences.**

a. Excellent communication, interpersonal and presentational skills.

b. Well organised and some project management experience.

c. Experience of the commercial environment.

d. Experience in business to business engagement.

e. Presentation and/or briefing skills.

f. Strong IT skills, particularly Microsoft Word, PowerPoint and Excel.

5. **Desirable Competences.**

a. Understanding of the Reserve / Regular / Cadet military environment.

b. Understanding of HR / employment.

c. Understanding of employers CSR policies.

d. Experience of event planning and management.

e. Understanding of CRM Database (Salesforce preferred).

Health & Safety at Work

6. 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)

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

Security

8. Undergo a Baseline Personal Security Standard (BPSS) check in accordance with the Association's Security requirements.

9. 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

10 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.

11. The post involves some evening and weekend work which is compensated by way of time off in lieu (TOIL).

12. Must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control.

13. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.