**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

**Appointment Details**

1. Job Title: Employer Engagement Executive Officer
2. Job Grade: D
3. Department: Employer Engagement
4. Reports to: Regional Employer Engagement Director
5. General description of the Appointment: The Employer Engagement Executive Officer is a key member of the RFCAs Employer Engagement team whose objective is delivering a coherent employer engagement programme to establish enduring positive relationships with employers. The principal output is to assist the REEDs in delivering an environment which will encourage employers to support Defence personnel through, although not restricted to, the Armed Forces Covenant and Employer Recognition Scheme.

**Overview**

1. EA RFCA is one of 13 RFCAs which provide support for Reserve Force and Cadet Units throughout the UK. Each RFCA has a volunteer membership of some 120 –150 and is served by a small, full time, salaried Secretariat and Army Cadet Force (ACF) Permanent Support Staff.
2. The RFCAs are represented nationally by the Council of RFCAs (CRFCA). The Chairman of each RFCA is a member of the Council, which employs a secretariat, who through the CRFCA Executive Board direct and coordinate the activities of the RFCAs. CRFCA is the single point of contact for all Ministry Of Defence (MOD), Defence Infrastructure Organisation (DIO) and Single Service stakeholders from whom the RFCAs are funded.
3. The main roles of RFCAs are:
4. Assistance and advice to the Defence Council.
5. Representation and advocacy of the Armed Forces (specifically the Reserves and Cadets).
6. Welfare and administration of the Reserves and Cadets.
7. Hard and soft facilities management for the Volunteer and Cadet Estate.
8. Personnel and financial management.
9. Indirect support to recruiting for the Army and the Army Reserves (and other Services as requested).
10. Marketing and publicity for the Reserves and the Cadets.
11. Employer Engagement and support.
12. Community Engagement.
13. The staffs of the RFCAs maintain close liaison with the relevant Royal Naval, Royal Marine, Army and Royal Air Force Headquarters and DIO to ensure effective coordination of supporting activities for the Reserve Forces and MOD sponsored cadet organisations.

**Primary duties**

1. Support the delivery of the Regional Employer Engagement business plan:-
2. Develop and maintain effective relationships with employer engagement Stakeholders.
3. Promote the Armed Forces Covenant: working with businesses to develop their Pledge.
4. Encourage employers to progress through the Defence Employer Recognition Scheme with primary focus on Bronze Awards.
5. Support the execution and delivery of Regional Employer Engagement events including the follow-on exploitation of the events.
6. Continued monitoring and work to ensure Salesforce accounts are maintained and accurate.
7. Attend REEG with responsibility for producing RODs.
8. Attend CEEGs with responsibility for producing RODs.
9. Develop the EE profile on EE social media platforms, to include key policy messaging.
10. Line Manage the Employer Engagement Administration Officers.

**Secondary duties**

1. Any other duties as directed by Line Manager which they can reasonably be expected to undertake.

**Training**

1. The post-holder is required to participate in all aspects of training and development, as identified in discussions with the Line Manager, to make use of all relevant opportunities for training that may improve the effectiveness and efficiency of their appointment.

**Reporting**

1. The Regional Employer Engagement Director has Line Manager responsibilities for the Employer Engagement Executive Officer. The Countersigning Officer is the Head of Engagement.
2. The Employer Engagement Executive Officer has Line Manager responsibilities to the following:
3. Administrative Officer (Employer Engagement 1) – Grade E1
4. Administrative Officer (Employer Engagement 2) – Grade E1

**Required skills/experience**

1. [Civil Service Behaviours required (Success Profile)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf)
2. Seeing the Big Picture- Level 2
3. Changing and Improving- Level 2
4. Making Effective Decisions- Level 2
5. Leadership- Level 2
6. Communicating and Influencing- Level 2
7. Working Together- Level 2
8. Developing Self and Others- Level 2
9. Managing a Quality Service- Level 2
10. Delivering at Pace- Level 2
11. Qualification - Preferably educated to degree level or equivalent.
12. Experience – Management, organisational experience with good communication skills.
13. Computer literate (possessing a good working knowledge of current MS-Office applications) with demonstrable experience using management information systems. Comfortable utilising internet research tools including the retrieval of statistics for further analysis and presentation. Sales Force database management will be provided.
14. Excellent communication, interpersonal; and presentational skills.
15. A full driving licence is required.
16. This post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS) and to be SC Cleared through National Security Vetting.
17. Desired skills/experience:
	1. Understanding of the Military community, Regulars, Reserves, Partners/

 Spouses and the Cadet Forces.

* 1. An awareness of the Armed Forces Covenant and Employer Recognition

 Scheme.

* 1. Experience of event planning and management.
	2. Budgetary awareness.
	3. Experienced in use of PowerPoint.
1. Personal qualities & behaviours:
2. Confident and astute communication skills, with a high level of emotional intelligence and the ability to engage with individuals at all levels.
3. Proactive and self-motivated.
4. Keen to advance individual skills and personnel development.
5. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
6. A self-starter with a high degree of flexibility and adaptability. Excellent team-working ability.
7. An inquiring mind with an organised approach to engagement and information management and good attention to detail.
8. Ability to be flexible with working hours as some evening and weekend work will be necessary to attend work related events.

**Other requirements**

1. Whilst the role is Chelmsford-based, a degree of travel across the region (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, and Suffolk), is expected.
2. The successful individual will need to comply at all times with RFCA health and safety policies and procedures, and data protection/freedom of information requirements.

**Other Features**

1. This job description should be discussed/read with the Line Manager at the time of receiving the Annual Staff Report.
2. The Job Description may be reviewed in the light of changes during the period of the appointment and on change of incumbent.