RFCA FOR YORKSHIRE AND THE HUMBER

RECRUITMENT PACK

ASSISTANT REGIONAL EMPLOYER ENGAGEMENT DIRECTOR
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OUR STORY

SO FAR

At Reserve Forces’ and Cadets’ Association for Yorkshire and The Humber (RFCA YH) we champion Yorkshire and The Humber’s Reserve Forces’ and Cadets’ through community and corporate engagement, estate management and recruitment support to local Reserve Units and Cadet Detachments.

Reservists are an integral part of the Armed Forces, working side-by-side with their regular colleagues at home and overseas.

OUR HISTORY

We have been the voice for Yorkshire and The Humber’s Navy, Army and Air Force Reservists and Cadets since 1908.

OUR TEAM

As a small and committed team, we strive to promote the value and diverse skill set of the Armed Forces family to the local community and employers from all sectors.

OUR WORK

We provide informed support to Yorkshire and The Humber’s Armed Forces Community and use our locally driven relationships to deliver defence strategy at a regional level. Perhaps most crucially, we manage the Volunteer Estate, ensuring our Reservists and Cadets have the proper facilities to train in and thrive.
WHAT WE DO

VISION STATEMENT
To ensure Reserves and Cadets in Yorkshire and The Humber thrive and endure, enjoying strong and mutually supportive relationships with the communities of the region, and strengthen the relationships between the Armed Forces and civil society.

THE THREE PILLARS

ENGAGEMENT
We work to establish and maintain strong relationships with employers and community stakeholders to develop mutually beneficial working relationship with the Ministry of Defence.

Our Engagement Team is here to advise and guide companies to adopt a forces friendly policy beginning with signing the Armed Forces Covenant, through their journey on the Employer Recognition Scheme to becoming advocates for Defence.

CADETS AND YOUTH
There are over 8,500 cadets across Yorkshire and the Humber; at RFCA YH we provide the financial, administrative and logistical support that enables them to take on challenges and adventures that would otherwise be unavailable to them.

Importantly, we provide the recruitment support for the adult volunteers without which the cadet organisations would cease to exist.

ESTATES
Our Estates Team manage 30 Reserve Centres across the region (including Maritime Reserve and Royal Auxiliary Air Force) along with 140 Cadet Training Centres.

We have successfully designed and project managed multi-million pound builds and provide all essential maintenance, repairs, leasing and safety compliance to the entire Reserve Estate.
EMPLOYER AND COMMUNITY ENGAGEMENT

RFCAYH builds and nurtures enduring relationships with opinion formers, stakeholders, employers and local authorities, improving understanding of the reserve forces’ and cadets’ contribution to the nation and our area. The team works with local authorities and statutory service providers to deliver the Armed Forces Covenant (AFC) across the region. All County Councils and unitary authorities in the region have signed the Covenant and implement their AFC in a way fitting with the values and ethos of their county. RFCAYH acts a key point of contact and a source of information on the Armed Forces Covenant, Reserves and Cadet matters.

CADET INITIATIVES AND ADULT INSTRUCTORS

The hard work of Yorkshire and The Humber’s 8,500+ cadets can be seen in the increasing number of events that they are involved in throughout the Region. These include Remembrance Day Ceremonies at various locations across the region.

In addition to administering annual camps, we have established combined events, giving cadets the opportunity to test their skills. Events such as the much sought after Lord-Lieutenant Cadet Certificate presentation is organised every year by the RFCA YH Youth and Cadets Team. Additionally we provide cadets the opportunity to be involved in events such as the annual photography competition, winter skills courses and kayaking in Norway.

In schools, our commitment to the Cadet Expansion programme is led by our dedicated School Cadet Expansion Officer. His role is to guide schools and offer advice throughout the process of establishing a Combined Cadet Force unit.

MANAGING THE ESTATE

The RFCA manages the estate for all Reservists and Cadets in the region, which includes 630 buildings, covering 6,500 acres of land and ranges from small cadet huts to multi-unit bases. Additionally, the RFCA manages multi-million pound works and estates budgets on behalf of the MoD, including adapting injured service personnel’s homes.

In addition to our core funding, we are required to source additional funding streams to meet these demands.

ALTERNATIVE VENUES (AV)

Alternative Venues manages the venue hire within RFCA YH. It is a non-profit organisation which generates additional funding by hiring out facilities within the RFCA YH Estate.

With over 30 Army Reserve Centres, 87 Army Cadet Force and 62 Air Training Corps sites spread across Yorkshire and The Humber available for commercial venue hire, the money generated by AV is put directly back in to the Estate.
2 JOB DESCRIPTION

Job Title: Assistant Regional Employer Engagement Director

Pay Band: Grade D Crown Servant

Department: Engagement

Line Manager: Regional Employer Engagement Director

Salary: £25,283

General

1. To support the RFCA’s objective of delivering a coherent employer engagement programme, aiming to establish enduring positive relationships with employers. The principal output is to assist the Regional Employer Engagement Director in creating an environment which will encourage employers to support defence personnel, in particular Reservist employees.

Tasks and Responsibilities

2. The tasks and responsibilities are:
   a. Assist with the delivery of a regional employer engagement (EE) contact and communication plan.
   b. Develop and maintain effective relationships with employers and employer organisations in order to:
      1) Raise awareness of the matters relating to the employment of Reservists, Service leavers, military spouses and Cadet Force Adult Volunteers.
      2) Gain and maintain supportive employers.
      3) Move employers up the defence ‘ladder of support’ and towards the Defence Employer Recognition Scheme.
      4) Promote the Armed Forces Covenant for businesses and encourage employers to pledge support.
      5) Be prepared to advise and support Reservists and Reserve units in resolving any employer issues.
      6) Support the REED in delivering measurable effects on two thirds of the allocated Development Accounts.
   c. Support the REED in the delivery of EE events which will include some evening and occasional weekend work.
   d. Assist to maintain and validate the Salesforce database of Reservists and employer contacts (report updates).
   e. Maintain an effective liaison with the Defence Relationship Management (DRM) team, including attendance at workshops when appropriate.
   f. Identify potential Reservist/employer stories and case studies for media disclosure.
   g. Other tasks as may be directed by the REED.
Competences Required for the Post

3. Essential Competences.
   a. Good management and organisation.
   b. Good communication, interpersonal and presentational skills.
   c. Strong IT skills, particularly Microsoft Word and Excel; and the management of a CRM database.
   d. Valid driving licence.

4. Desirable Competences.
   a. Understanding of the military environment (Regular, Reserves and Cadets)
   b. Understanding of employers’ CSR policies.
   c. Experience of event planning and management.

Appraisal Reporting Chain

5. The REED will be the first Reporting Officer; the Head of Engagement will be the Countersigning Officer.

Health and Safety Responsibilities

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

7. This Job Description may be subject to review.
## PERSON SPECIFICATION

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<tr>
<th>SKILL SET</th>
<th>ESSENTIAL (E) / DESIRABLE (D)</th>
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<tr>
<td>Planning and organisational skills and the necessary interpersonal skills to engage effectively with Stakeholders from a central position.</td>
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<td>Needs to be a team player, articulate, confident, honest, reliable, self-starter, committed and with a high degree of flexibility and adaptability.</td>
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<td>Confident communications skills with a high level of emotional intelligence and the ability to engage with individuals at a senior level.</td>
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<tr>
<td>Knowledge of Microsoft Word, Excel and Outlook and the management of a CRM database.</td>
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<td>In possession of a current full driving licence.</td>
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<td>Understanding of employer engagement techniques and approaches to successfully engaging them on matters such as Corporate Social Responsibility (CSR).</td>
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<td>Strong background ideally 5 years in account management within corporate relations including experience of operating in a wide range of sectors.</td>
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<td>Educated to degree level or equivalent.</td>
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<td>Previous experience or good understanding of the military sector.</td>
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<td>Experience in Event Management.</td>
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4 APPLICATION PROCESS

Should you wish to discuss the vacancy please contact Karen Springham by emailing yh-offman@rfca.mod.uk where your enquiry can be responded to or redirected.

The closing date for applications is **Wednesday 14 August 2019**.

Candidates should send a covering letter and their CV to yh-offman@rfca.mod.uk. Please focus on the reasons for your application, referencing the headings in the Person Specification. Indicate, by providing evidence, how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the main activities and key tasks of the Job Description.

Successful applicants will be notified of an invitation to interview by **Friday 16 August 2019**. Interviews will be held on **Thursday 22 August 2019**.