

WARRIOR PROGRAMME - JOB DESCRIPTION

JOB TITLE: Warrior Programme Regional Co-ordinator (serving personnel and families) South (**Wilts, Hamps, Ox & Bucks area**)

SALARY: Full time (£25,000 – £30,000 dependent on experience) 2 year contract

Background:

The Warrior Programme is a registered charity (founded in 2007). Our focus has been on working with veterans and their families, who have found the transition from service life particularly difficult.

The Programme equips participants with tools and strategies that build resilience, engagement and focus. It is delivered through an intensive 3 day personal development programme with 12 months follow on support to embed and extend learning.

Since its inception The Warrior Programme has worked with over 1500 individuals. We have undertaken rigorous evaluation from the outset and subjected results to external academic scrutiny. Long term outcomes demonstrate the efficacy of the programme; including a reduction in anger, aggression and frustration, increased energy and motivation, improved relationships with family and friends and an increased engagement in other services.

Building on the success of working with veterans and their families, we secured Armed Forces Covenant funding to develop the programme for Serving families, recognising the additional stresses and strains that families can be under, and we are in the process of rolling this out to them

In November 2017 we were awarded LIBOR funding to introduce the programme for Serving personnel (Tri Service) and are therefore seeking to recruit a Co-ordinator to lead on this initiative, as well as integrate it with our existing Serving families work.

RESPONSIBLE TO: Lead Regional Co-ordinator

MAIN PURPOSE OF JOB: To be the Serving Personnel & Families point of contact in the region

DUTIES:

- Develop and maintain partnership relations with the chain of command, welfare services, agencies and charities (to include presentations to promote The Warrior Programme)
- Identify appropriate attendees for the courses and upload information to Customer Relations Management (CRM)
- To be the lead Co-ordinator and host participants on residential courses

- Liaise with participants post course to check on their health + wellbeing through telephone calls, email, text or social media when tasked by the Monitoring Co-ordinator
- Sign post Warriors to appropriate support to continue personal development where appropriate
- Any other duties related to the post as designated by the Operations Director and Lead Co-ordinator

Person Specification

Warrior Programme Regional Co-ordinator (Serving Personnel and Families)

Essential	Desirable
Can work unsupervised, use initiative, is proactive and looks for solutions	A person with a military connection to the UK Armed Forces
Well organised and able to host people whilst on a residential course	Knowledge of welfare agencies and military charity organisations
Excellent interpersonal and communication skills – articulate and credible	Experience in negotiating and influencing with managers & directors of welfare agencies, services and organisations at regional level
Can work as part of a remote team & is a good team player	First aid at work qualification
Is adaptable, has foresight and is an excellent administrator	
Able to deliver presentations to promote the Warrior Programme	
Competent IT Skills - word, powerpoint and a CRM database Facebook, Twitter, Instagram user	
Compile concise progress reports for management review	
Flexible and able to work away from home in the UK if required	
Essential car user	

The closing date for applications is 4th May 2018 with first interviews commencing 15th May and final interviews 23rd May. To apply please send your CV and covering letter to: info@warriorprogramme.org.uk

The Warrior Programme strives to be an equal opportunities employer and welcomes applications from all sections of the community. We particularly welcome applications from ex-Service personnel and family members. Appointments are subject to an enhanced DBS check. All personal data submitted from applicants who are not successful at any stage of the recruitment process will be destroyed.

Please contact John Cummings, Director of Operations on john.cummings@warriorprogramme.org.uk to arrange an informal discussion.