**Mission Motorsport - PROGRAMME MANAGER – ARMED FORCES ENGAGEMENT PROGRAMME**

**The Role**

Mission Motorsport are working closely with one of the largest, multi-brand motor manufacturers in Europe to deliver an Armed Forces Engagement Programme and are looking for a programme manager. The focus will be to promote good Armed Forces Covenant behaviours across the organisation and enable and support members of the Armed Forces community, including service leavers, veterans, military spouses/partners and wounded, injured and sick candidates into work in order that they become exemplars for others to follow.

The Programme Manager will be working directly with the client at client sites and will immerse him/herself with the client, liaise with managers and heads of departments across all areas of the organisation, understand the areas of need and the mapping of job specifications. You will be an advocate for veteran employment and the Armed Forces Covenant, and an Ambassador for the Armed Forces across the organisation and in the wider community.

**The Offer**

**Duration: I**nitially for one year, with a good chance of longer-term engagement.

**Job Title:** Programme Manager – Armed Forces Engagement Programme

**Reports to:** CEO Mission Motorsport

**Based at:** Predominantly Coventry based

**Salary:** £29000 - £32000 negotiable.

**The Candidate**

**Essential:**

* The proven ability to build relationships, and sell people and ideas within a business context
* A confident communicator able to articulate and deliver concise and compelling briefs at all levels up to C-Suite
* A good understanding of the UK Armed Forces and transferable skills and nature of former and serving military personnel
* Exceptional organisational skills

**Desirable:**

* >5 years prior military service (Regular or Reserves)
* Understanding of the automotive industry
* Experience in the design and delivery of training
* Good working knowledge of the MS suite of applications.
* A self-starter

**To Apply:**

**Please submit CV and covering letter to** [**hr@missionmotorsport.org**](mailto:hr@missionmotorsport.org) **statinh whether you are applying for Programme Manager or Account Manager role.**

Job Description in detail:

**Stakeholder/Relationship Management:**

To establish and maintain relationships with, often acting as the lead or sole representative of the client with UK Defence stakeholders including (but not exclusive to):

* Defence Relationship Management (DRM)
* Regional Forces & Cadets Associations (RFCAs)
* UK military HQs, organisations and units including Reserve units

To represent the Client, often as the sole representative, within the wider Armed Forces community including (but not exclusive to):

* Regional Gold Alumni Association (GAA)
* Regional Employer Engagement Group (REEG)
* Barclays VETS Programme
* Mission Automotive Initiative (Mission Motorsport)

To establish and maintain internal relationships within and across all areas of the Client’s business functions, providing Armed Forces and Covenant subject matter expertise at all levels up to and including Board level\*.

To support the Client’s engagement with the military charity community and provide advice and support to any support activity and charitable requests.

To represent Mission Motorsport as a charitable partner and supplier of the Client.

**Armed Forces Covenant:**

To champion AF Covenant behaviours within the Client organisation, promoting awareness and supporting the company and employees to fulfil AF Covenant commitments.

To support the Client in meeting Employer Recognition Scheme (ERS) award standards, including advocacy support to external organisations in support of DRM, WM RFCA and the Mission Automotive Initiative, in order to achieve Gold Award within a pre-determined timescale.

To identify opportunities and support the delivery of Armed Forces Engagement activity, being able to articulate\*:

* Social impact
* Business ROI including PR
* Employee engagement effects

To maintain, update as required and promote awareness of the Client’s HR policies relating to AF Engagement, in particular the Client’s Reservist Policy.

**Vocational, Recruitment & Resettlement/Transition Support:**

To provide support to the Client’s Recruitment Delivery Team (RDT), Manpower Agency and hiring managers for the recruitment and employment of members of the Armed Forces community including Service Leavers, veterans, military spouses and partners and Reservists, including (but not limited to):

* Supporting the delivery of work experience placements
* Highlighting military candidates to recruiters and hiring managers
* Articulating transferable skills and adding context to CVs from military candidates

To provide vocational advice and resettlement support to Service Leavers, veterans and military spouses/partners seeking employment beyond service, including (but not limited to):

* CV review and advice
* Introductions to mentors within the Client organisation.
* Advise on potential suitable opportunities within the Client organisation.
* Arranging work experience placements where available
* Expectation management where required
* Signposting to opportunities outside of the Client organisation and introductions/referrals

To identify and support the design and delivery of vocational training opportunities to support transition into the automotive industry in conjunction with Client L&D, the Performance Academy and Mission Motorsport.

To provide transitional support and advice to new starters from the AF community and help signpost to additional support where required.

To provide vocational support and advice to AF community employees leaving the Client organisation and help individuals link back into CTP and other military transitional services including Mission Automotive.

To provide advice and support to the Client’s employees interested in Reserve service and support Reservist employees, particularly prior to and during mobilisation.

**Support to Wounded, Injured & Sick (WIS) into work:**

Run a personalised WIS Placement Programme coordinating support from respective military charities (primarily Mission Motorsport, WWTW, The Poppy Factory, RBLI) and the Client’s Occupational Health.

Provide vocational advice and support (including work placement opportunities where available and applicable) to Defence Medical Rehabilitation Centre (DMRC) patients.

**Communications:**

Develop a communications strategy supporting each line of activity, ensuring that AFE work is recognised and that the value is understood to an internal audience, to the WIS and Service Leaver communities, and through effective Press and Public Relations. This will include the generation of material, testimonial and supporting information.

**Internal Armed Forces Community Network**

Initiate and support the establishment and growth of an internal veterans’ community network.

Help promote awareness of the veterans’ network.