

Invictus Community Liaison Officer
Job Description

The Invictus Community Liaison Officer will assist the Grants and Programmes Director by directly interacting between the Invictus Games Foundation and those it serves in order to increase levels of engagement between individuals and the wider community.

The Invictus Community Liaison Officer will achieve this by assisting in the passage of information to and from the members of the Invictus community in order that they have all they need to engage with opportunities offered by the IGF and its partners.

The Invictus Community Liaison Officer should be prepared to assist in signposting community members to relevant support external to IGF.

Typical tasks that will be required of the Invictus Community Liaison Officer include but are not limited to:

- Monitoring the We Are Invictus app for queries from the community and assisting where possible
 - We Are Invictus is a peer to peer support network available to all Wounded, Injured and Sick globally through an online platform and mobile app. It provides opportunities to the network in a safe and secure environment.
- Supporting the administrative processes for verification, on-boarding and general community management for the We Are Invictus app, the Powered By Invictus Leagues, Invictus: Endeavours and other opportunities where community members may require assistance with engagement
- Administrative tasks to support the Moderator Programme to include organising meetings across several time zones and gaining information regarding potential opportunities with which members of our community can engage
- Assist with the administration and logistics when members of the community are invited to physically engage with IGF events as guests or as representatives
- Assist with IGF Communications including identifying relevant case studies and stories within the community and highlight potential content to be distributed over the IGF communications channels.

The Invictus Community Liaison Officer will be directly managed by the Grants and Programmes Director but many of the daily tasks will be delegated by the WIS Liaison Manager.

We are seeking a diligent, efficient and enthusiastic Invictus Community Liaison Officer who will be dedicated to the building and maintenance of the Invictus community.

We hope to recruit a member of the WIS Community; previous Invictus experience is not a requirement but a successful applicant will be able to demonstrate experience of or an understanding of opportunities available to those undertaking a recovery journey.

Administrative experience is preferential but not necessary though the applicant must be able to show excellent organisational skills, be proficient in using Microsoft Office and the Google Suite as well as having good communication skills.