

 **JOB DESCRIPTION**

**EMPLOYMENT AND TRAINING SPECIALIST**

**Job details**

**Location:** Home-based, within the UK

**Reporting to:** Policy & Research Director

**Hours:** 30 hours per week

**Salary:** £22,000 per annum

**Job purpose**

The AFF Employment & Training Specialist provides support to Army families, as the subject matter expert on issues relating to employment and training, and how they can be affected by life as an Army family.

This role assists Army families with their employment and training enquiries, by providing advice and guidance on policies and processes, and through liaising with employers and training providers. The post holder will also work closely with Army, MOD and other Government departments, as well as national charities and agencies, to ensure the employment and training concerns of Army families are represented and addressed.

They also co-ordinate AFF’s support to the running and development of Forces Families Jobs - the Families Federations’ employment and training platform for family members of currently serving UK military personnel.

**Job responsibilities**

Responsibilities of the post include:

**Working with and assisting Army families**

* Assisting Army families – wherever they are based in the world - with their enquiries on any aspect of employment or training
* Keeping fully up to date with developments in legislation, procedures and policy relating to employment and training relevant to Army families
* Liaising with the key stakeholders on behalf of families, as appropriate, in the resolution of enquiries and in the development of policy, with a focus on the provisions of the Armed Forces Covenant
* Representing AFF at appropriate meetings/events, to brief military and civilian policymakers on the employment and training concerns of Army families
* Developing and maintaining close links at a working level with the chain of command, MOD, Government departments, charities, organisations and employers to raise employment and training issues affecting Army families (including but not limited to):

- Army Personnel Policy branch

- MOD Armed Forces Families team

- Armed Forces Covenant Team

- Career Transition Partnership

- Defence Relationship Management

- Naval and RAF Families Federations

* Writing briefs outlining Army families’ employment and training issues
* Acting as AFF’s co-ordinator of all activity linked to Forces Families Jobs, including liaising with employers, training agencies, Defence Relationship Management and the other Families Federations
* Working with the AFF communications team to provide content for the Forces Families Jobs social media platforms
* Working with the AFF communications team to submit contributions for Army&You, and other AFF media channels on employment and training issues; to include both writing and images

**General**

* Line management of the Forces Families Jobs assistant, including recruitment, induction, training and performance management
* Completing personal administration using AFF applications and processes, including monthly timesheets and expenses claim form
* Entering enquiries on AFF’s database and contacts onto the AFF CRM system
* Attending and participating in AFF meetings, training and other events
* Managerial responsibilities include wider support to AFF, including, for example, attendance at managers’ meetings, support to staff training, occasional line management cover in the short-term absence of colleagues, and support as needed across full working hours. Any other duties appropriate to the post, as required by the needs of the organisation from time to time.

**Knowledge, skills and experience needed for the job**

* All applicants must be eligible to work in the UK.
* All applicants must be willing for their personal image and work contact details to be used on the AFF website.

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| **ESSENTIAL** |
| Understanding and current knowledge of Army life and its impact on families, particularly with regards to employment and training |
| A keen interest in the welfare and quality of life for Army families |
| Excellent communication and interpersonal skills, including effective stakeholder identification and management |
| Clarity of expression, both written and verbal |
| Self-motivated, able to work on own initiative and outside a formal work environment |
| Experience of writing briefings |
| Demonstrable listening skills |
| Ability to prioritise workload and utilise time effectively  |
| Ability to work effectively and collaboratively as part of a team |
| Understanding of principles of client confidentiality |
| Sound working knowledge and experience of using Microsoft Office, in particular Word, Excel, Outlook and PowerPoint |
| **DESIRABLE** |
| An understanding of the impact of military and Government policies on Army families, particularly those related to employment and training |
| Line management experience, particularly of remote and/or home-based staff |
| Experience of providing advice and guidance |
| Experience of preparing and delivering presentations and speaking at meetings |
| Experience of home-working |
| Understanding of how to use social media to effectively communicate with an audience |
| Work experience in an employment, training or related field |

**Self-development, team-working and conduct**

All staff members should:

* Undertake appropriate personal development and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
* Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
* Work as a positive team member, in accordance with AFF’s Equal Opportunities and Dignity at Work policy and procedures.
* Behave in a professional manner at all times, reflecting and maintaining AFF’s Core Values, and generating a positive image of AFF to all stakeholders.
* Adhere to all AFF policies and procedures to ensure these are maintained at all times.

**What we do for you**

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|  **When do I work?**  | Generally during normal working hours, Monday-Friday.  However, you will be required to work reasonable additional hours in order to fulfil the requirements of your role, including travel and overnight stays.    |
| **Does AFF pay overtime?**  | We don’t pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.   |
|  **How much holiday do I get?**  | Work life balance is important, and we give all staff 30 days’ holiday a year (pro-rata if you work part-time or on a fixed-term contract), plus 8 recognised public and bank holidays. PLUS, staff can take the day off on their birthday as an additional day’s paid leave.  |
|  **How will AFF review my salary?**  | A pay committee, made up of Trustees and the Chief Executive (with contributions from senior managers), reviews pay annually.   |
|  **Will AFF help me save for the future?**  | AFF has a workplace pension scheme with NEST, and contributions are based on statutory auto-enrolment rates.   |
| **How will AFF help with my development?**  | Your induction will include time with your line manager.  We offer internal training (1-2 times per year), and you will receive an annual Performance Review with your line manager.  |
| **Employee Assistance Programme (EAP)**  | The EAP provides confidential and independent advice and support on many of life’s challenges including mental, physical and emotional health issues and financial difficulties.  |

 **Job context and other relevant information**

* References will be taken up on appointment. The successful applicant must be prepared to travel within the UK to meetings as required and to attend staff training events, usually held in the South East of England, some of which may require overnight stays.
* There will be a 6-month probationary period and you will be required to sign an agreement that you will abide by the AFF Data Protection & Confidentiality Policy as part of your contractual obligations.
* We rely on home-based staff to supply electricity and use of broadband for purposes of working effectively from home.  You may be able to claim working from home tax relief from HMRC in support of these small costs incurred.  Full details are available on the gov.uk website.
* AFF supplies a laptop and mobile phone with this position. All equipment provided is for work purposes only and must be used in line with the IT acceptable use policy. All home-based staff are expected to provide a suitable home working environment in which to use this equipment effectively and assessment of suitability may need to be carried out before an appointment is made.
* Expenses incurred in the course of fulfilling the duties of the post will be paid according to AFF’s Expenses Policy in force at the time.
* Staff who are expected to drive on AFF business (see essential criteria above) should have access to a suitable vehicle, insured for business use, during working hours, and to adhere to the AFF Driving at Work Policy.