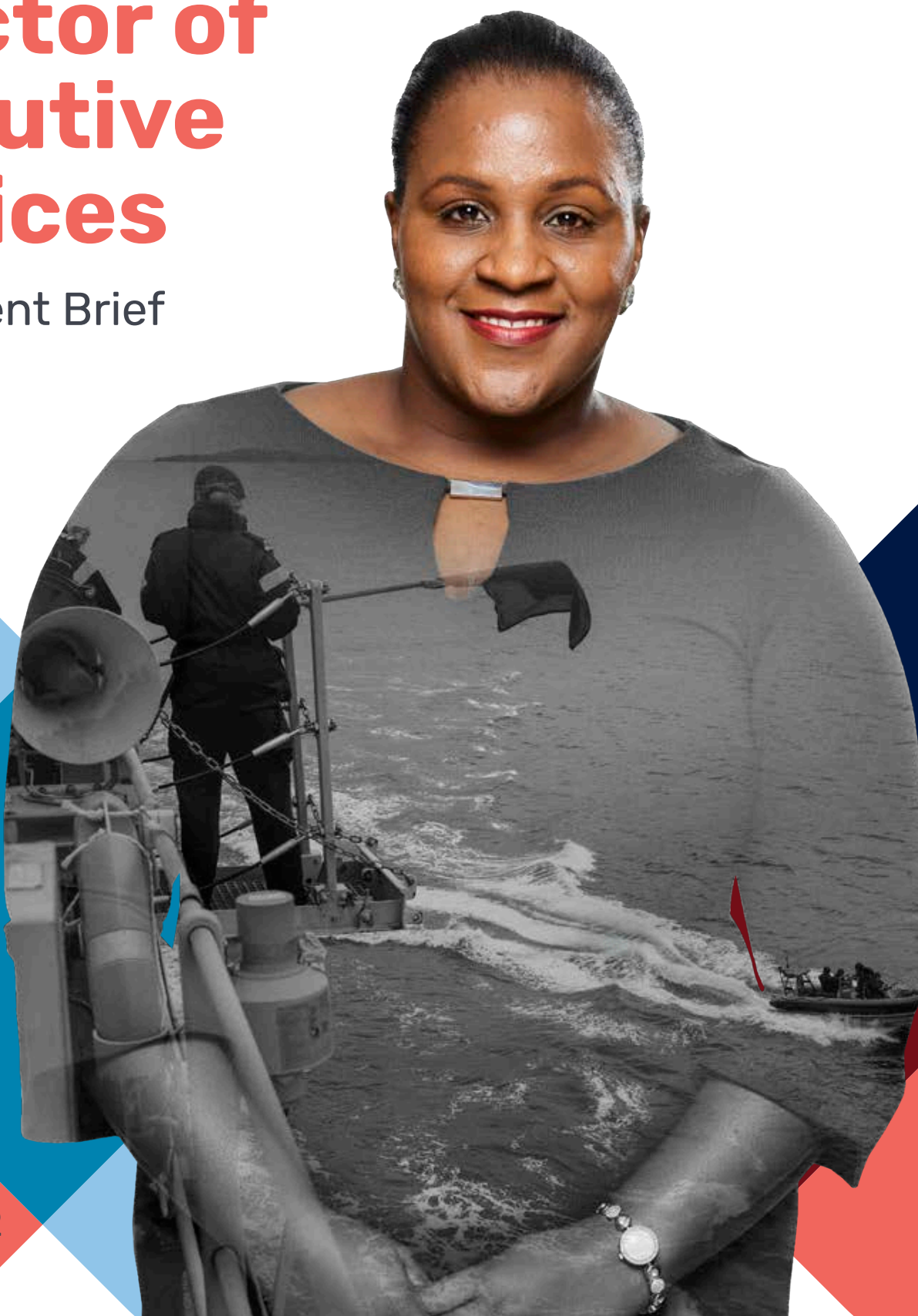


Director of Executive Services

Appointment Brief



October 2022

Welcome

The Forces Employment Charity was created in May 2022, combining RFEA, established in 1885 and the Officers Association's employment services.

The Director of Executive Services role is an exciting role which will be at the vanguard of executive service development following the combination between the two organisations. It is a critical role for the charity, reporting directly to the Chief Executive, forming a key part of the Senior Leadership Team, and spearheading a key strategic priority for our Board of Trustees. The role will be fast-paced, dynamic and provide a high level of opportunity for innovation to expand and enhance the executive service; all whilst consolidating and integrating the offer as part of the wider customer journey.

The aim of the charity is to support all Service leavers, reservists, veterans and their partners and families to secure sustainable civilian employment and to progress to roles at every level. This will enable and empower everyone to reach their potential after their service. Currently, the Armed Forces Community faces challenges in securing and progressing within civilian employment. The charity supports every type of veteran from those with one day of service to those who served for much of their working lives and continues through life, while it also supports the partners of serving military and veterans.

Our culture is collaborative, open and hardworking. We are passionate about the work that we do and the opportunity that we have to enable those we support in the Armed Forces community to live fulfilling working lives.

We hope you will apply.

Alistair Halliday,
Chief Executive





About us

We provide life-long, life-changing support, job opportunities, and training to Service leavers, veterans, reservists and their families, regardless of circumstances, rank, length of service, or reason for leaving.

The Forces Employment Charity was formed from two of the UK's largest and most respected military charities; RFEA – The Forces Employment Charity and the Officers' Association. Founded in 1885 and 1920 respectively, we have the experience and specialist knowledge to bridge the gap between military life and civilian employment.

We are made up of many veterans and Service family members across the UK. When you speak to us, you are talking to people who can relate to you and both empathise and empower.

With a stunning track record, the Forces Employment Charity is uniquely positioned to offer long standing expertise with a modern approach to recruitment. We also work with families, veterans in the criminal justice system, and wounded, injured and sick Service leavers and more through an unrivalled range of programmes and practical tools specific to individual needs and circumstances.

In January 2022, we announced our intention to combine the OA's employment services with those of RFEA to create a new, single charity with a dedicated focus on employment beyond the services for the Armed Forces community. The Forces Employment Charity was established in May 2022, with a mission to enable individuals to secure employment and progress to roles at every level to ensure they achieve their potential beyond military service.

Our existing programmes continue to make an impact across the nations and regions of the UK, including our work with the Career Transition Partnership, delivered at the end of military service, and our Ex-Forces Programme to support veterans into employment through life. We also deliver our specialist programmes to support veterans with specific needs, including; Project Nova to support veterans in the criminal justice system, TechVets, and the Families and Military Women Programmes. We are enhancing these programmes with the addition of the Executive Employment team to support the Armed Forces community at every level of employment. Through partnerships with a range of charities, the Call of Duty Endowment, Lloyd's Patriotic Fund and more, The Forces Employment Charity now delivers an unrivalled range of programmes and practical support.



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Forces Employment Charity values

EXPERT

We are always professional and knowledgeable, delivering the highest quality support.

SUPPORTIVE

We are respectful, helpful and empathetic to the needs of others.

PASSIONATE

We have a genuine belief in our cause and a powerful desire to support our clients.

OPEN AND HONEST

We trust each other, are open and candid, and take ownership of our actions.

RESILIENT

We are flexible and adaptable to change, encouraging innovation and creativity.

COLLABORATIVE

We thrive on new challenges, and building relationships and partnerships.



Strategy

OUR VISION IS:

“A UK where all veterans and their partners lead fulfilling working lives”.

To achieve this, the principal objectives for future years are:

- a) Meeting the employment needs of Service leavers by delivering in full the requirements of the CTP contract and where appropriate, further enhance the quality of the services we provide.
- b) Enhance the employment services we provide to Veterans by:
 - Further developing the reach and quality of our Ex-Forces Employment Service increasing numbers and in particular strengthen the help we provide to vulnerable veterans.
 - Further build on the success of Project Nova to provide early intervention support to Veterans involved with the Criminal Justice System expanding to additional regions of the country.
 - Expand our programmes for partners' employment and our Military Women Programme for female veterans.
- c) Build an innovative, world class working environment with sufficient, capable and motivated people with best practice processes and access to modern IT.

Key to the success of increasing numbers of beneficiaries supported are a number of new programmes which the Forces Employment Charity will be taking on in the next 12 months.

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Finances

INCOME AND EXPENDITURE

Data for financial year ending 30 September 2021

INCOME:

£5.4M

£1.1M Donations and legacies

£4.3M Charitable activities

EXPENDITURE:

£5.1M

£177K Raising funds

£4.9M Charitable activities

EQUITY, DIVERSITY AND INCLUSION STATEMENT

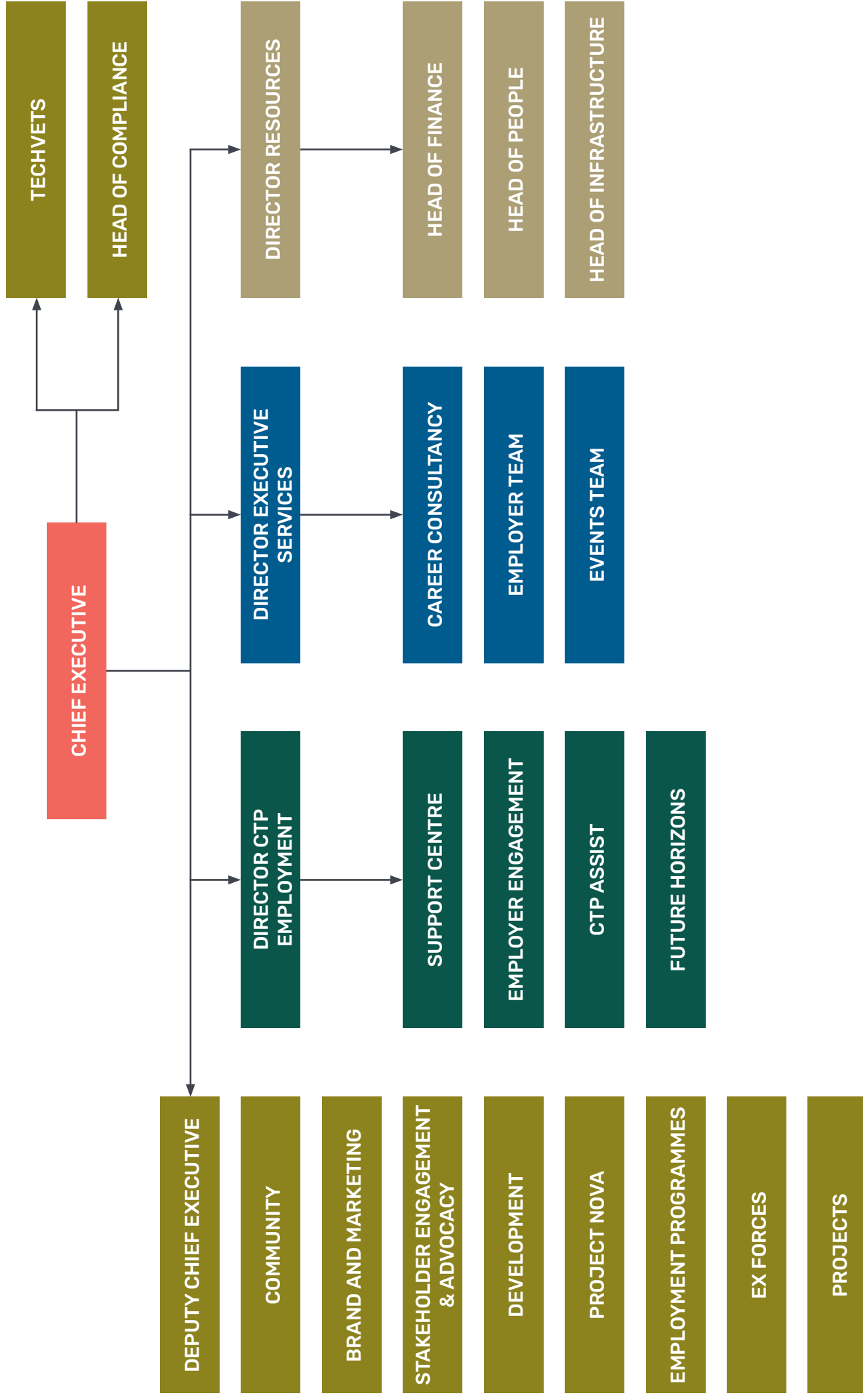
The Forces Employment Charity is committed to the principle of equality of opportunity for all in employment and service delivery. Creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnic origin, nationality, religion or belief, sexual orientation, marital or transgender status or age.

We have a commitment to equality of opportunity for our staff and beneficiaries and are proud to employ a workforce that reflects the diverse community we serve and all the cultural richness that it brings to our charity.

Our charity is a very diverse community: Many of our staff have served in the British Armed Forces including our Chief Executive who was a Commodore in the Navy. Several staff have many years' experience working in the public and private sectors in a wide range of roles.

In employment, the Charity is committed to achieving and maintaining a workforce which broadly reflects the local labour market. We recognise that by drawing on all sections of the labour market we will have access to the widest possible pool of talent.

Organisation chart



Role description

DIRECTOR OF EXECUTIVE SERVICES

Salary:	£65,000
Location:	Hybrid role based in London with remote working (Mountbarrow House, 12 Elizabeth Street, London SW1W 9RB)
Reporting to:	Chief Executive
Direct reports:	Team of 10 with 2 Direct reports

Purpose

Forces Employment Charity wants every member of the Armed Forces Community to succeed and to be represented at every level of employment.

The Director of Executive Services will lead our work to enable Veterans to access Executive level roles once they have left the Armed Forces. This will include enabling those who have held executive level roles within the Armed Forces to access roles at a similar level and enable those who have left the Armed Forces at any rank to access executive level employment as their careers progress.

KEY RESPONSIBILITIES

Strategic and Operational

- Develop strategy to deliver the vision for executive employment services to be available to all areas of the Armed Forces Community.
- Represent Executive Services at Board of Trustees Meetings and Senior Leadership Team Meetings.
- As part of the Senior Leadership Team, participate in decisions affecting the whole of the Forces Employment Charity.
- Line manage the Deputy Director of Employment Services and the Senior Manager – Executive Services and Employer Partnerships.
- Agree annual priorities for Executive Services with the Senior Management Team and support Executive Services to deliver their roles to meet these priorities.
- Ensure that Executive Services is appropriately resourced to deliver annual priorities.
- Ensure compliance with ISO9001 across Executive Services.

Networking

- Develop and lead a programme of networking opportunities for those seeking executive level employment to network, including via events and via corporate mentoring.
- Where appropriate the programme of networking opportunities should be opened-up for all from the Armed Forces Community.
- Work with the Head of Community and the Head of Brand and Marketing to publicise the networking opportunities to existing and new clients.

Employment Opportunities

- Lead the creation of long-term partnerships with employers to enable them to recruit and retain veterans to Executive level roles.
- Lead the team responsible for publicising suitable Executive vacancies and, working with the Deputy Chief Executive, co-ordinate employer partnerships across all teams of the Forces Employment Charity.

- Identify Employers who want to give back to the charity and work with the Deputy Chief Executive and Head of Business Development to organise donations.

Career Advice and Guidance

- Lead the team delivering Career Advice and Guidance to those seeking Executive Employment.
- Work with the Deputy Chief Executive and the National Manager of the Ex Forces Programme to deliver Career Advice and Guidance to those who have served as Officers in the UK Armed Forces but are not seeking Executive Employment.

PERSON SPECIFICATION

Essential Competencies

- Demonstrable understanding, empathy and knowledge of the issues that are unique to the Armed Forces Community.
- A deep knowledge of the transition between military life and civilian employment.
- Experience influencing and presenting effectively to diverse audiences and building mutually beneficial partnerships with senior stakeholders in external organisations.

- Track record of networking and influencing and acting as a key external ambassador.
- Collaborative approach to working with Senior Leadership Team and colleagues across the organisation.
- Experience of managing change.
- The ability to progress diversity and inclusion across all areas of our work.

Desirable Competencies

- Experience of working for an organisation outside of the Armed Forces.
- Lived experience of transition from the military to executive employment.

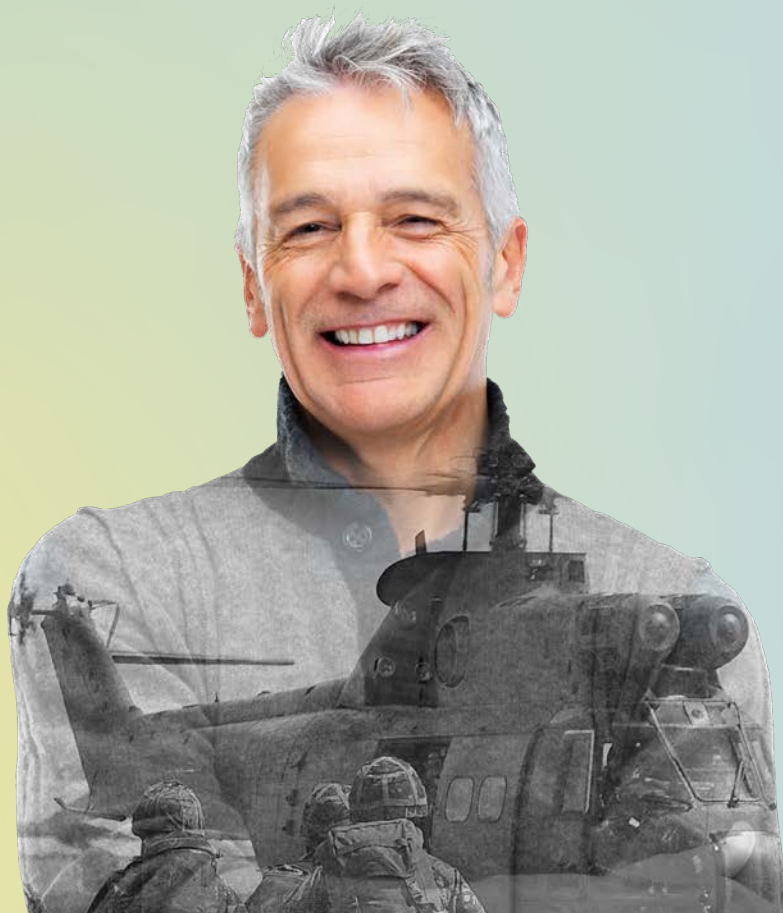
Attributes

- Ability to quickly gain credibility with the Armed Forces Community.
- Ability to build strong relationships with the board and external stakeholders.
- Gravitas, humility and integrity.
- A natural networker, able to communicate our work in a passionate, compelling and engaging way.
- Demonstrable commitment to equality and diversity, and anti-racist and anti-discriminatory practice.

BENEFITS

Forces Employment Charity automatically enrolls all eligible employees onto the charity pension scheme, provided by The People's Pension. The employer contribution is 4%.

All full-time employees are entitled to 25 days leave per year, plus local bank holidays, increasing by one day every 3 years to a maximum of 28 days. In addition to the annual leave allowance, employees who have completed their probationary period will receive an additional day's holiday for their birthday. Grant holidays have been traditionally allowed for Christmas, these days at Christmas are not contractual and are agreed on an annual basis.



How to apply

To apply for the role please upload your CV together with a supporting statement (maximum two pages of A4) on the Prospectus website at the link below. Please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

At Prospectus we believe passionately that a truly inclusive workplace leads to increased social impact. We are committed to supporting our clients build more inclusive teams. To understand how we are performing, we ask that you kindly complete the brief equal opportunities questionnaire when you submit your application via our website. Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the consultants never see individual responses to the questionnaire.

Applications should be made via the Prospectus website at:

<https://jobs.prospect-us.co.uk/jobs/details/HQ00182229>

QUERIES

If you wish to have an informal discussion about the opportunity, please contact our retained advisors Jane Ray or Amelia Gungah at Prospectus on 020 7691 1920, or email:

Jane.Ray@prospect-us.co.uk

Amelia.Gungah@prospect-us.co.uk

If you require this document in an alternative format, please contact Prospectus on 020 7691 1920 or email:

executive.admin@prospect-us.co.uk

RECRUITMENT TIMETABLE

Deadline for applications:

Sunday 9th November 2022
(midnight)

Interviews with Prospectus:

w/c 14th November

Interviews with Forces Employment Charity:

w/c 28th November

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