



SCOTLAND AND OVERSEAS REGIONAL MANAGER

Do you excel in working with small teams with a passion and empathy for our Armed Forces and a pragmatic and professional approach?

Do you have a good understanding of armed forces resettlement, transition and the wider employment issues Service personnel of all ranks face when leaving the Royal Navy or Royal Marines?

Are you at ease talking with a sailor and a general about their personal finances and pension?

Are you passionate about working for a highly respected charity that makes a real difference to its clients?

We have an exciting opportunity to join our expanding team at the White Ensign Association (WEA) and fill a new position in support of our beneficiaries in the Scotland and Overseas regions.

Background

The White Ensign Association is an established all ranks Royal Navy charity responsible for providing personal help and advice for all serving and former members of the Royal Navy, Royal Marines, Royal Fleet Auxiliary, their Reserves and families. Created over 60 years ago in a collaboration between senior figures in the City of London and the Board of the Admiralty, the makeup of its Council of Trustees today still very much reflects its maritime and financial roots with a mix of influential business leaders and lawyers from the City and distinguished, retired senior officers from the Royal Navy, Royal Marines and Royal Fleet Auxiliary. They charge the small staff of the WEA with the performance of four key roles:

- Guidance and advice on the transition from a career and life in the Royal Navy to one in the civilian world.
- The provision of unbiased and professional guidance on matters of personal finance including financial awareness training for all newly joined sailors and marines.

- Advice and assistance on all matters of civilian employment including career planning, job selection, CV guidance, interview preparation, networking, mentoring, starting or buying a business and self-employment.
- Assistance and support on personal administration matters.

The bulk of the WEA's activity is associated with helping sailors and marines make a successful transition from a service to civilian life focusing particularly on the personal finance and second career aspirations of each individual. With assistance from a large number of supporters and professional experts the WEA aims to help servicemen and women start the second stage of their, and their families', lives on a secure financial footing and in a suitable career or role.

This work is currently delivered through a staff of six who, although headquartered in HMS BELFAST in London, spend most of their time visiting Royal Navy and Royal Marines units and establishments around the UK.

For further general information on our charity look at the WEA Website:

<http://www.whiteensign.co.uk>

The Scotland and Overseas Regional Manager is a new role and has been created in response to the need for the WEA to better support the serving and veteran community in the Scotland and Overseas regions. It is being funded by a generous grant from Greenwich Hospital, a large and well-known naval charity that exists to, among other things, provide relief and support to the same beneficiaries that the WEA exists to serve. Whilst the WEA currently provides part-time support to Scotland and Overseas, we are establishing this post to provide full-time support to these regions. This is necessary because of the expansion of the naval population in Scotland over the next decade and equally the growth in naval posts overseas, including the new permanent naval facility in Bahrain.

As such the WEA is seeking an individual with suitable Service experience and empathy with the potential client base to further develop and enhance the WEA's service to these important regions. Appropriate training opportunities and short secondments will be arranged to prepare the successful candidate for the role.

The Role

The Scotland and Overseas Regional Manager will be responsible to the CEO for the delivery of the following functions within his/her regions of responsibility:

- To conduct personal interviews and undertake casework for serving and retired members of the Royal Navy & Royal Marines as required; this includes members of the Royal Navy and Royal Marine Reserve Forces, the Royal Fleet Auxiliary and family members.

- To provide 'Your Future' presentations to those in transition from the Service, including awareness of: resettlement entitlements; entitlements under the Armed Forces Pensions Schemes; medical discharge entitlements; how to apply for those entitlements; guidance on tax implications of entitlements under AFPS; and the assistance which the WEA can provide in respect of civilian employment and matters of personal administration.
- To provide 'Financial Awareness Lectures' to Phase 2 trainees in Scotland, including awareness of: financial key concepts and principles; impact of financial mismanagement; minimising risk and accessing help; Service specific financial support schemes; and entitlement to benefits and length of service.
- To provide bespoke pension awareness presentations to groups or units on request.
- To represent the WEA at naval establishments and operational units in Scotland, principally His Majesty's Naval Base Clyde (Faslane), MoD Caledonia (Rosyth) and 45 Commando (Arbroath).
- To represent the WEA at overseas naval establishments and military establishments with a significant naval presence (including Gibraltar and the permanent naval facility in Bahrain) and operational units whilst deployed.
- To refer beneficiaries to other charities, relevant subject matter experts within the WEA or the WEA Panel of Professional Advisers, where they can provide the relevant guidance or advice which has been sought from the WEA.

The Candidate

To merit serious consideration candidates will need to demonstrate the following experience/competencies (Essential/Desirable)

- Have served or be serving in the Royal Navy or Royal Marines and have held the rank of Warrant Officer or above. (Essential)
- Have experience of helping individuals with personal matters which may be of a sensitive and confidential nature. (Essential)
- The ability to listen and gain the confidence of others. (Essential)
- Have strong inter-personal skills enabling effective interactions with individuals at all levels. (Essential)
- Demonstrate personal integrity and a natural confidence in dealing with all levels of Service and civilian management. (Essential)
- Possess a firm interest in working for a charity and in helping individuals with personal matters which may be of a sensitive and confidential nature. (Essential)
- Be a highly motivated self-starter with the ability to work in small teams or remotely for long periods. (Essential)
- Have proven organisational, administrative and communication skills, both written and verbal. (Essential)
- Strong mentoring skills. (Essential)

- Hold a UK Driving Licence and be prepared to undertake significant national travel and periodic international travel. (Essential)
- Be proficient in the use of the Microsoft Office suite. (Essential)
- Current or recent experience of the Royal Navy operational environment (Desirable)
- Recent knowledge of military personnel terms and conditions of service. (Desirable)
- Have an established interest in and knowledge of personal finance matters. (Desirable)
- Experience of delivering presentations to groups of people, both in person and virtually. (Desirable)
- Experience and understanding of military pension policy and delivery (Desirable)

Terms and Duration of Employment

The Scotland and Overseas Regional Manager's appointment will be full time, on a 3-year fixed term contract, subject to satisfactory completion of a 6-month probation period. One month's notice may be given by either side during the probationary period. 28 days paid leave may be taken in the year, in addition to Public Holidays.

Workplace

Given that the Regional Manager's principal client base will be in the Scotland region, the successful candidate will be expected to live in Scotland or far North of England (at least during the working week). The WEA encourages flexible working and it is anticipated that the incumbent will work from their home in Scotland or the far North of England. IT equipment and a mobile telephone will be provided to allow for remote working.

Remuneration

The appointment will attract a basic starting salary of £35K per annum. In addition the role attracts a non-contributory personal pension payment of 8%.

Application and Timings

Prospective applicants are invited to discuss the role with either Marty Small, Regional Manager South-West, Mob.07787-415400. E-mail: marty.small@whiteensign.co.uk or Dave Scholey, Regional Manager South East & East, Mob: 07827-885513. E-mail: David.scholey@whiteensign.co.uk.

The Association is hoping to fill this vacancy by May 2023. Applications may be made from the date of this notice and should be in the form of a covering letter and CV. The covering letter should address the competencies covered in this candidate brief and explain why you would be a compelling candidate for the

post. The letter and CV should be forwarded via email to the CEO or posted to the Association at the following address:

The Chief Executive Officer
The White Ensign Association
HMS BELFAST
Tooley Street
London SE1 2JH

Envelopes should be marked 'Scotland and Overseas Regional Manager application' and e-mails should be titled similarly. Applications must arrive by Friday 6th January 2023. It is hoped that interviews will take place during the week beginning 23rd January 2023.