

## Job Description

Job Title Armed Forces Covenant Partnership Officer

Job number 331005248 / (3364)

Grade I

### Overall purpose of the job

The partnership post exists to increase the awareness and understanding of statutory partners of their obligation from the Government to the Armed Forces Community Covenant. All statutory partners in this county have signed an agreement to honour this obligation.

The post holder will be responsible for assessing the effectiveness of delivery of services for serving and former members of the military, their families and bereaved families. They will be expected to identify best practice nationally and implement delivery locally.

### Main accountabilities

Main accountabilities	
1.	To coordinate and provide secretariat to the Armed Forces Covenant Countywide Partnership, in support of the independent chair.
2.	Design, develop and implement projects to improve the level of understanding and further embed, particularly for front line services in all the partnership organisations, the obligations of the armed forces covenant.
3.	To develop and maintain focus groups of military, ex-military, members of their families and bereaved families to conduct research and share intelligence across all partner organisations on the effectiveness of Covenant delivery.
4.	To maintain a training package(s) and provide information and guidance to inform training materials for delivery via Learning and Development Teams in all partnership organisations.
5.	To produce regular update reports for the Armed Forces Covenant Countywide Partnership on progress against the partnership business plan.
6.	To identify relevant funding opportunities and coordinate / support the development of appropriate bids.
7.	To review action plans developed by each partner and support a refresh to ensure alignment of all partnership action plans.
8.	To contribute to the further development of the partnership website utilising relevant research.
9.	To maintain communication with partnership stakeholders.

#### **Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment. Safeguarding training will be undertaken for working with vulnerable adults, it is not envisaged that they will work with children.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
	Educated to A level or similar experience	<b>E</b>
	Project management experience	<b>D</b>

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
	Military background or understanding of military life	E
	Knowledge of working with communities and statutory agencies	E
	Knowledge of research and development	D
<b>Skills</b>		
	Strong negotiating skills in a multi-agency environment	E
	Ability to work with a broad range of people from a variety of backgrounds	E
	Able to interpret and utilise performance and needs data	E
	Ability to manage time and budgets effectively.	E
	Ability to write clear and concise reports and present them utilising appropriate IT software	E
	Able to travel effectively between locations	E
<b>Experience</b>		
	Experience of managing and delivering projects to completion.	E
	Experience of working directly with service users/members of the community individually and in group settings	E
	Experience of working in a multi-agency environment	E

<b>Safeguarding</b> <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

**Disclosure level**

What disclosure level is required for this post?	None	<b><u>Standard</u></b>
	Enhanced	Enhanced with barred list checks

**Work type**

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	<b><u>Flexible</u></b>	Field	Home
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