

JOB SPECIFICATION (2025)		JSN	E1 RD
Position Title	Squadron Liaison Officer	Date Approved	03 Apr 25
Unit	A Sqn, The Scottish & North Irish Yeomanry	Approved By	Capt Pete Borthwick
Location	Yeomanry House, Chalmers Road, Ayr, KA7 2JQ	TLB	HQLF
Establishment Type	Reserve Major Unit	Rank/Grade	Capt/OF2
Establishment/OET Ref		Service/Type/Arm	Army/E1/ARes
UIN/SLIM/JPA PID	JPA PID: 1933347	Exch/NATO/JSRL No	
Incumbent	Nil	Staff/Command	Staff
E-mail	Nil	WTE/MSTAR	
Phone Number	Nil	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36-month
Reporting Chain		Primary Career Field	RAC
1 <sup>st</sup> RO	A Sqn OC SNIY	Sub Field 1	Light Cavalry
2 <sup>nd</sup> RO	CO SNIY	Secondary Field	
3 <sup>rd</sup> RO		Sub Field 2	

**Unit Role: Army Reserve Light Cavalry Regiment. To prepare suitably trained, equipped and motivated officers and soldiers for operations both overseas and in the UK in support of SCOTS DG and regular units, as individuals and as contingents.**

Position Role: The Squadron Liaison Officer is ensure the smooth running of the Squadron, assisting with training, engage-to-recruit and operational activity. Specifically, they are responsible for coordination between Sub Units and with Regimental Headquarters along with being the lead for facilitating Squadron visits and Engage-to-Recruit Activity. They are also to be prepared to support the Squadron Chain of Command in the absence of either the Second in Command or the Training Officer.

**Responsibilities:**

1. Assist the Squadron Leader and SSM in all manning matters and provide input and guidance at promotion boards.
2. Plan, manage and deliver all Visits, Training and Engage-To-Recruit Activity.
3. Act as the principal liaison between the other SNIY Squadrons and with Regimental Headquarters.
4. Supervise routine administration and documentation of the Squadron through the Squadron Clerk and ensure the security of all classified documents held.
5. Manage and maintain the Squadron oracle in conjunction with the SSM.
6. Point of contact for the Ops Offr regarding trawls, exercise support and RAAT.
7. Maintain Squadron battle rhythm with monthly meetings with the Troop Leaders to ensure dissemination of information from SHQ to sabre troops..
8. Adhere to the Equipment Care Directive (ECD) and maintain monthly checks of the vehicles, JAMES and Squadron armoury.
9. Attend monthly Equipment Care (EC) meetings held by the QM(T) to ensure SHQ involvement and to backbrief the Squadron Leader of pressing EC matters.
10. Liaise with SQMS for all Squadron logistical activity and maintain SHQ oversight of all logistical matters.
11. Planning officer for all exercises and ranges at Squadron level.
12. Liaise with Force Development Wing regarding future training courses to bolster and provide redundancy in Squadron orbat.
13. Provide guidance and support to the Troop Leaders in their projects (Mess, ranges, Tp activity).

Pre Appt/Deployment Trg: LUMS User with MUSTER, GRADING, CHAIN OF COMMAND, DIGITAL TRASNFER and TARGET and CHURCHILL access and working knowledge. Working knowledge of JPA, HRMS and MS Office.

**Domestic Considerations:**

Performance Attributes	Priority Component Features
Leadership	Projects through good interpersonal skills, integrity and character traits that motivate subordinates and peers alike to do what is required of them.
Management	Allocate resources effectively and optimise capability within constraints and Budgets. Plans, organises and designates priorities effectively.

Judgement	Sets an example consistent with Service Values and Standards. Shows commitment to upholding core values and Service Ethos.		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency. Displays courage to make unpopular and difficult decisions and admit mistakes.		
Education/Training	Type	Pri	Comments
Military Quals	JOTAC ®	Essential	Can be completed once in post.
Other Quals/Competencies	Current Driving Licence	Essential	Minimum Cat B
Education	No		
Language	No		
Experience			
Service/Arm/OGD	Army E!	Desirable	Previous experience with Army Reserves desirable
Operational Staff			
Command			
Fields/Trades			
Environments			
Other Comments	Personal attributes require a person willing to work to RES hours, including one weeknight per week and some weekends.		
Originator: Capt Borthwick	Appt: RCMO	E-mail: <a href="mailto:peter.borthwick168@mod.gov.uk">peter.borthwick168@mod.gov.uk</a>	Tel:
Auth by 2 <sup>nd</sup> RO: Maj Townrow	Appt: CO	E-mail: <b>-mail:</b> <a href="mailto:jonathan.townrow576@mod.gov.uk">jonathan.townrow576@mod.gov.uk</a>	Date: 03 Apr 25