

March 2021

SO2 MOBILE ENGAGEMENT TEAM (SO2 MET)

TERMS OF REFERENCE / JOB DESCRIPTION

1. **Preamble.** The Mission of the Royal Navy Mobile Engagement Team (MET) is to engage with the people of the UK in order to raise awareness of the Service and its importance to UK security, stability and prosperity. This is achieved through the delivery of a series of presentations to the general public and refined audience members in line with the Royal Navy Domestic Engagement Strategy.
2. **Purpose.**
 - a. **Primary Purpose.** To plan a cost effective, full programme of presentations in order for the RNPT to achieve its mission.
 - b. **Secondary Purposes.**
 - (1) Executive Officer. Oversee the day to day running of the Office and Team when not on the road, deputising when required in C1 RN Domestic Engagement Team Leader absence.
 - (2) Cost Centre Manager and Contracts Manager. Advise C1 RN Domestic Engagement Team Leader on financial matters. Oversee MET spend from RNMC budget.
 - (3) Conduct administrative planning for 1SL series of annual conferences and stage manage
 - (4) Unit Security Officer.
 - (5) Present and host at events if required.
 - (6) Senior Officers Engagement TLB focal point and coordinator
 - (7) Line Manager and DO to SO3 MET (Coord) and augmentees including holdovers.
 - (8) MTO.
3. **Accountability.** SO2 MET is accountable to C1 RN Domestic Engagement Team Leader.
4. **Authority.** SO2 MET is authorised to:
 - a. Liaise with appropriate Service and civilian authorities.
 - b. Sign correspondence on non-policy matters.
5. **Tasks.** ED tasks are to:
 - a. To plan and develop the overall MET/RNPT Tour Programme by generating suitable audiences, taking account of cost benefit analysis.
 - b. To advise on spending from the ACNS budget, forecasting future requirements when required and monitoring in year expenditure.

- c. To draft Statements of Requirement (SORs) and SMS requests for MET contracts and liaise with Contracts Branch during award process and throughout the period of the contracts.
- d. To draft MET appraisals and back-briefs as required by C1 RN Domestic Engagement Team Leader.
- e. To liaise with relevant authorities to ensure the provision, security and maintenance of MET real estate.
- f. To maintain close and regular liaison with NRCs.
- g. To represent the C1 RN Domestic Engagement Team Leader at meetings TBD.
- h. To maintain links and exchange of information with the Army Engagement Group (AEG) and the RAF Presentation Team (RAFPT).
- i. To be the MET lead for the following RNMCE IC senior leadership events:
 - (1) Senior Officer and Senior Civil Servants.
 - (2) Warrant Officers.
 - (3) Retired Flag Officer and Honorary Officers.
 - (4) Senior Leadership Team Whole Force Briefs