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JOB SPECIFICATION		JSN	041
Position Title on JPA	C COY REMSO	Date Approved	20/12/23
Unit	5 FUSILIERS	Approved By	CO 5 FUSILIERS
Location	Balham, London		
Establishment Type	Permanent	TLB	
Establishment OET	5 RRF 61509	Rank/ GRADE	Sgt / OR6
UIN	A6049H	Service / Type / Arm	ARMY
SLIM	01379975	Exch/NATO/JSRL No	
JPA PID	2110966	Staff/Command	Staff
Assignment POC	RCMO	WTE/MSTAR	
Security clearance	N/A	Manning Priority	
Disclosure clearance	N/A	Assignment Length	
Reporting Chain		Primary Career field	Combat
1RO	PSAO	Sub Field	Recruitment
2RO	OC C COY	Secondary Career Field	Human Resources
3RO		Sub Field	
<b>Unit Role</b>	Reserve Armoured Infantry Bn; led, manned, equipped and trained to deliver mandated outputs in support of military operations and UK resilience tasks as directed.		
<b>Position Role</b>	Regimental Mentoring Support Officer		
<b>Responsibilities:</b>	The responsibilities listed here are the ones to be inserted on to JPA and will appear in the Appraisal for this post		
<b>1</b>	Run the Unit recruiting pipeline including the administration and mentoring of applicants.		
<b>2</b>	Actively assist with the development and refinement of a dynamic recruiting process.		
<b>3</b>	Conduct and review the Unit's IPRE on a regular basis.		
<b>4</b>	Act as the first point of contact for all new joiners, including ex-regulars and re-joiners.		
<b>5</b>	Manage the relationship with the NRC, ROSO, ACCs / AFCOs & HQ ARITC (Trg Ops and Rec Br) YODA, Army employee support networks.		
<b>6</b>	Nurture applicants from first contact through to attestation and the end of Basic Training and coordinate RRMT.		
<b>7</b>	Manage resources and material to support recruitment and retention, including media and social media.		
<b>8</b>	Carry out all other activities as directed by the CoC.		
Pre employment Training			
Normal working Environment	Fulfilling a full range of duties based in one location, but with limited liability for role-related compulsory separated service in the UK or overseas (including operational theatres) for up to 35 days with no single period of separated service to last in excess of 21 days. In addition, the Reservist will have liability for compulsory separated service to complete mandated training courses necessary for the current post or future progression which does not contribute to the 35 days. There are no limits on voluntary Separated Service. They may be mobilised but cannot respond to a voluntary trawl.		
<b>Performance attributes</b>	<b>Priority Component Feature</b>		
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• <b>Resource Management</b> Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes</li> <li>• <b>Accountability</b> Takes responsibility for work activities and achieves agreed commitments to a high standard for themselves and subordinates where applicable</li> </ul>		

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<b>Communication and Influence</b>	<ul style="list-style-type: none"> <li>• <b>Communication</b> Effectively listens to and conveys thoughts, ideas and direction to others through verbal and written communication.</li> <li>• <b>Engaging Others</b> Establishes connections and builds rapport to gain support and commitment from others.</li> </ul>		
<b>Teamwork and Collaboration</b>	<ul style="list-style-type: none"> <li>• <b>Working Together</b> Promotes and generates cooperation to achieve collective outcomes</li> <li>• <b>Relationship Building</b> Builds and maintains connections to create trusted working relationships.</li> </ul>		
<b>Values and Standards</b>	<ul style="list-style-type: none"> <li>• <b>Values and Standards</b> Lives by the Values and Standards of own Service, upholding these in challenging or ambiguous circumstances.</li> </ul>		
<b>Education/Training</b>	<b>Type</b>	<b>Priority</b>	<b>Comments</b>
Military Qualifications	DRS TRG	Desirable	Ideally trained in the use of DRS and attended the CoT and DTTT and Reserve Recruiters Course and the CSL D&I package. Courses can be applied for once in post.
		Choose an item.	
		Choose an item.	
Other Trade Qualifications	Driving Licence	Essential	Must Have Car licence for events
Military Education		Choose an item.	
Language		Choose an item.	
<b>Experience</b>		Choose an item.	
Service/Arm/OGD	Army	Essential	
Operational	Currency	Desirable	
Staff		Choose an item.	
Command		Choose an item.	
Field Trades	Recruiting	Desirable	Previous recruitment experience
Environments		Choose an item.	
<b>Other Comments</b>	<ol style="list-style-type: none"> <li>1. Successful candidate must complete DIMP, ECOT and DTTT 3 within 3 months of assumption of post.</li> <li>2. Previous recruitment background would be beneficial as well as experience of working in a Reserve environment.</li> <li>3. ReMSO must be fully conversant with ARRAT and OFSTED policies on assumption of post.</li> <li>4. Must be prepared to travel within the 5 FUSILIERS footprint.</li> <li>5. Must be prepared to work some weekends including transportation of Recruits to a trg establishment.</li> <li>6. Lead on subunit loading of phase 2 trg.</li> </ol>		
Originator Details:	<b>Capt Robinson</b>	<a href="mailto:Darren.Robinson286@mod.gov.uk">Darren.Robinson286@mod.gov.uk</a>	
2RO, Authoriser Details:	<b>Lt Col Gammon</b>	john.gammon563@mod.gov.uk	<b>20/12/24</b>

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