

UNCLASSIFIED –JOB SPECIFICATION

JOB SPECIFICATION (2019)		JSN	
Position Title	Regimental Mentoring Support Officer	Date Approved	
Unit	710 (OH) Sqn, 165 P&M Regt RLC	Approved By	
Location	Aylesbury, Buckinghamshire	TLB	Army
Establishment Type	Established	Rank/Grade	OR4-OR6 FTRS (HC)
Establishment/OET Ref	Tbc	Service/Type/Arm	Army/E2
UIN/SLIM/JPA PID	1961673	Exch/NATO/JSRL No	
Incumbent	30017834 Cpl Mitchem	Staff/Command	
E-mail	Natalie.Michem174@mod.gov.uk	WTE/MSTAR	
Phone Number	Skype: 03001596981	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 months
Reporting Chain	Army	Primary Career Field	Reserves
1 st RO	PSAO	Sub Field 1	
2 nd RO	OC	Secondary Field	Personnel
3 rd RO		Sub Field 2	
Unit Role: 165 P&M Regt is to provide the Reserve UK military deployable port, maritime & logistic enabling capability at readiness, in order to enable operational success.			
Position Role: Deliver an effective, inclusive Recruiting process to attract, recruit and nurture Army Reserve recruits and support whole force recruiting activity.			
Responsibilities: <ol style="list-style-type: none"> Run the Unit recruiting pipeline including the administration and mentoring of applicants for both 142 and 710 Sqns. Actively assist with the development and refinement of a dynamic recruiting process. Conduct and review the Unit's IPRE on a regular basis. Act as the first point of contact for all new joiners, including ex-regulars and re-joiners. Manage the relationship with the NRC, ROSO, ACCs / AFCOs & HQ ARITC (Trg Ops and Rec Br) YODA, Army employee support networks and WF Plans/Policy for all recruiting queries. Nurture applicants from first contact through to attestation and the end of Basic Training and coordinate RRMT. Manage resources and material to support recruitment and retention, including media and social media. Carry out all other activities as directed by the CoC. Ensure all recruitment activity is in accordance with Policy. 			
Domestic Considerations: Occasional visits to other units and locations in support of recruiting activity and relevant meetings. Evening and weekend working will be required.			
Performance Attributes	Priority Component Features		
Powers of Communication	Displays good oral communication, ability to inform and convince. Produces logical, fluent, convincing and accurate written work		
Team Spirit	Allocates resources efficiently and optimises capability within constraints.		
Effective Intelligence	Works enthusiastically and effectively as part of a team, making a positive contribution to its morale and output. Carries out the full range of tasks effectively and can assimilate systems and processes effectively. Shows clear understanding of professional recruitment environment and inclusivity.		
Reliability	Demonstrates a sense of duty and commitment. Displays loyalty, trustworthiness, conscientiousness and consistency acting as a role model for our values and standards.		
Education/Training	Type	Pri	Comments
Military Quals	DRS Trg Recruitment specific	Highly 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.
Other Quals/Competencies	Driving Licence & DBS cleared	Essential	B/D1. C
Education			
Language			
Experience			
Service/Arm/OGD	Army	Essential	Service in or with the Army Reserve
Operational	Current	Desirable	
Staff			
Command			

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Fields/Trades	Recruiting	(Highly) Desirable	Previous recruitment experience	
Environments				
Other Comments				
Originator:	Appt: PSAO	E-mail: david.sanders945@mod.gov.uk		Tel: 03001660429
Auth by 2nd RO:	Appt: OC	E-mail: ewan.mcleod339@mod.gov.uk		Date: 01/04/2021

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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.