ANNEX A TO
CHAPTER 3
JSP 755

JOB SPECIFICATION TEMPLATE

Profile of Position: SO3 Outreach Career Advisor (Hub)
[For Army and RAF posts only] SLIM No:

Position Details

Rank	OF2 LT Lt / Capt RM	Org. Unit	ARMED FORCES RECRUITING	UIN	D2794A
Upper Lower Rank	OF2 LT Lt / Capt RM	Org. Type	Note 2	Exchange With	N/A
Service (Job)	RN	TLB	Head Office	Location	Plymouth
Start Date for Position	1 Apr 27	Proposed End Date for Position	Enduring	Workforce Requirement Driving	No
Hiring Status	Active	Position Status	Note 7	Position Type	Note 7
Person Category	FTRS (FC)	Position Status EIT	Note 7	Service Option	RN
Domain	Note 4	Career Field	ANY	Sub Career Field	ANY
Talent Management	No	Tour Length	24 months	Handover	TBC
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
Hierarchy Parent 1	TBC	Hierarchy Parent 2	TBC	Hierarchy Parent 3	TBC
Incumbent	New Post	Incumbent Future Availability Date	N/A	Environment	Tri-Service
Minimum Medical Standard	MND	Child Positions	N/A	Preferred Gender	N/A

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
Note 21	Note 21	Note 21	Note 21
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
Note 21	Note 21	Note 21	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
Note 21		

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
N/A				

Unit & Position Role

Unit Function	The HQ AFR will deliver integrated tri-service recruitment for the Armed Forces to build and maintain force levels able to meet Defence outputs.
Position Role	Outreach Career Advisers Team Leader playing a vital role in attracting and recruiting high calibre individuals to a fulfilling military career.

Responsibilities

1. Act as OC of assigned Outreach Team, performing Line Manager responsibilities.
2. Provide information and careers guidance to candidates/gatekeepers; sharing personal experience of life in the AF to engage and inform candidates.
3. Manage education liaison and outreach activities with schools, colleges and community groups to raise awareness and attract potential candidates.
4. Act as military lead in support of large-scale recruitment events and liaise with sS Engagement teams.
5. Coordinate delivery of candidate briefings including Apprenticeships, bursaries, professions and recruitment process guidance, supporting CAs.
6. Maintain digital records related to Outreach (including contact information of Outreach Influencers), enabling digital tracking and analysis.
7. Oversee that accurate and relevant records are created and maintained for all Officer and OR candidates, using AFRS system.
8. Oversight of administrative support including auditing of outreach equipment and maintenance of the asset register.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
NSV Security|Security Check|Joint|No		Yes	No
JCSC (or equivalent)		Highly Desirable	
Experience – Recruiting		Desirable	

Pre-Employment Training

Pre-Employment Training 1	Pre-Employment Training 1 Priority	Pre-Employment Training 2	Pre-Employment Training 2 Priority	Pre-Employment Training 3	Pre-Employment Training 3 Priority
N/A					

Local Considerations

Domestic
Role may involve irregular working hours (inc rota-based weekend work with TOIL where applicable) with potential for hybrid and flexible working.
Employer Comments
Cat B Drivers Licence. Enhanced & Barred list DBS check.

JOB SPECIFICATION - GUIDANCE NOTES

Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post and will therefore provide the basis for completion of the TWRF. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.

Note	Field Title	Guidance
1	Rank	The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations.
2	Org Unit, Type, UIN & TLB	The unit establishment on which the post is created, including the unit title, whether Permanent or Lifed/Temporary, the UIN and parent TLB, and work location for the post.
3	Exchange With	For use with international/NATO exchanges only
4	Service (Job) Domain	The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TWRF).
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lifed, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No)
6	Hiring Status	For use by single-Service establishment administrators to indicates whether post is currently in use (Active/Inactive)
7	Position Type, Status & EIT	Will be completed by Establishments staff based on information on EAF/TWRF.
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF.
9	Service Option	For use when post can be filled by more than one Service
10	Career Field	For officer posts only. See guidance at Section 2 and Annex B above.
11	Sub Career Field	For officer posts only. See guidance at Section 2 and Annex C above.
12	Talent Management	To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable.
13	Tour Length & Handover	To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately.
14	Operation type, Name & PID	Only to be used for posts on an Operational Establishment Table (OET)
15	Hierarchy Parent	The JPANs reflecting the 1st, 2nd and 3rd ROs for the post as defined in

		the Unit Hierarchy.
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent.
17	Environment	Select from the following the value that best reflects the environment within which the post operates: **Environment** — **Description** Army — Army single-Service environments. Military & Civilian — Mixed military and civilian (e.g. MOD Head Office). Military Only — Military only environments that do not match other values. Multinational — Multinational (e.g. NATO or other international HQs or embassies). OGD — Other Government Departments (inc loans and secondments). RAF — RAF single-Service environments. RM — RM single-Service environments. RN — RN single-Service environments. Tri-Service — Tri-Service joint environments.
18	Min Med Standard	This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are: **Min Med Std** — **Description** MFD — Medically Fully Deployable. MLD — Medically Limited Deployable. MND — Medically Non-Deployable (will be assumed to be the default unless otherwise specified).
19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy.
20	Preferred Gender	This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion.
21	Career Management & Rotational Info	For single-Service use.
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion.
23	Unit & Position Info	Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent.
24	Responsibilities	A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent.
25	Competence Requirements	Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras

		3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.
26	Pre-Employment Training	Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See paras 3.01 and 3.04 for guidance.
27	Domestic Considerations	Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel required, spouses' work restrictions etc.
28	Employer Comments	Additional context and information on factors such as temporary changes or future workstrands, e.g. a location move, policy review, overseas deployment/travel etc. This section is also to be used to express additional criteria applicable to the selection, including essential and desirable criteria.
29	Security Classification	Job Specifications are 'Official' unless they contain sensitive information.