

JOB SPECIFICATION (2023)		JSN	
Position Title	SO2 Outreach	Date Approved	
Unit	HQ 19 Lt Bde	Approved By	
Location	York (Imphal Bks)	TLB	
Establishment Type	Established Post	Rank/Grade	Maj OF3 FTRS
Establishment/OET Ref	1079690	Service/Type/Arm	Army/E2
UIN/SLIM/JPA PID	A0423A/01354993/2202064	Exch/NATO/JSRL No	
Incumbent	Vacant – new post	Staff/Command	Staff
E-mail	TBC	WTE/MSTAR	
Phone Number	TBC	Manning Priority	
Security Status/Caveats	SC/Nil	Assignment Length	36 Months (?)
Reporting Chain	Army	Primary Career Field	Personnel
1 st RO	Bde DComd	Sub Field 1	
2 nd RO	Bde Comd	Secondary Field	
3 rd RO	N/A	Sub Field 2	
Unit Role: Command and control (C2) of 19 Lt Bde units to deliver and support War Fighting, OPERATE and PROTECT activities at home and overseas			
Position Role: HQ lead for recruitment, retention, engagement, outreach and welfare management including support to the Unit ROSOs			
Responsibilities: <ol style="list-style-type: none"> Lead the development and refinement of the Brigade's Stakeholder Analysis, focused on the UNDERSTAND of key audiences in both the Areas Of Interest and Areas Of Operation. Lead Staff Officer for the development and delivery of the Brigade Recruiting and Retention Plan and the Brigade Engagement and Outreach Plan Brigade lead for all Engagement activity (with a strong focus on employer and RFCA engagement). First line Welfare support and advice to all elements of the workforce (Regulars, FTRS, Reservists and their Families). Responsible for the management / update of IM systems linked to Welfare (VRMIS and PRD MIS). Lead Unit Recovery Officer. Manage PRD through the AGAI 99 Process, including the planning and delivery of GRoW programmes. Provide support to the Unit ROSOs ensuring coherent direction, guidance, and assurance across the Brigade. Provide support to the mobilisation process, with particular focus on supporting ROSOs in their work with SP and Families; support during deployment and responsible for ensuring completion of the POSM process. Additional responsibilities include the delivery of the Establishment Security Self-Assessment (ESSA) and associated Directives support to pan HQ staff as directed. 			
Pre Appt/Deployment Trg: Nil. All trg can be attended post-employment.			
Domestic Considerations: Occasional evening and weekend working required to support Army Reserve units.			
Performance Attributes	Priority Component Features		
Professional Effectiveness	HQ 19X is a small organisation with a large span of command. The incumbent must be capable of working independently to an intent to ensure continuity of progress.		
Communication and Influence	19X is the only Army formation commanded by an ARes 1*. The incumbent must understand the intricacies of this and seek opportunities to reinforce both the Bde and ARes narrative.		
Management	Allocates resources effectively and optimises capability within constraints.		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency. Self motivated		
Education/Training	Type	Pri	Comments
Military Quals	ICSC(L) or ICSC(L)(R) Unit Welfare Officers Course Unit Recovery Officer Branch Security Officer	Des Ess Ess Ess	Can be attended post-employment. Can be attended post-employment. Can be attended post-employment.
Other Quals/Competencies	Current Driving Licence Experience of Safeguarding	Ess Ess	
Education	N/A		
Experience			
Service/Arm/OGD	Army E2	Ess	Experience of ARes environment
Operational	N/A		
Staff	Unit/Fmn	Des	Previous experience as ROSO/Welfare Officer.
Command	N/A		
Fields/Trades	ARes	Des	Reserve and Recruiting environment.
Other Comments	Experience of Microsoft Office and SharePoint desirable.		
Originator: Maj A M Fewster-Neale	Appt: DCOS	Email: angela.fewster-neale969@mod.gov.uk	Tel: 0300 156 7371
Auth by 2 RO: Col D Cochran	Appt: DCOMD	Email: douglas.cochran900@mod.gov.uk	Date: 16 Mar 23