

Issue Date: 21 Nov 2022

Review Date: 01 April 2024

TERMS OF REFERENCE FOR WARRANT OFFICER ATTRACT TEAM MANAGER CENTRAL ROLE

Post Holder: Vacant

Full Title: Attract WO Team Manager Central

Short Title: Attract WO Team Mgr Central

JPA Position Number: 2179046

Part 1: Job Summary

PREAMBLE

1. The Royal Navy (RN) recruiting organisation, under Head of Recruitment and Attraction (Hd R&A), is responsible, to Director, People & Training (Dir. P&T) for the delivery of the RN/RM recruitment and assessment pipeline. The Attract Teams (ATs) are a key element in supporting the Ministry of Defence's commitment to increasing the diversity of its personnel and increasing awareness of the RN in under-represented groups such as EM and females. The ATs directly supports the attainment of the RN Levels of Ambition as set by 1SL.
2. The ATs are Hd R&A's primary asset within the organisation to deliver nationally based, but locally delivered, recruiting engagement for the RN within an assigned geographical area of the UK.
3. The Warrant Officer Attract Team (WOAT) is to act as the focal point for the planning and delivery of all recruiting engagement and careers activities in educational, community and youth group venues across their area.
4. The WOAT is to develop innovative recruiting engagement programmes for delivery to the target audiences as directed by SO1 Attract. Engagement events are to be delivered both Face to Face (F2F) and by utilising all digital channels as authorised by the Service. The recruiting engagement programmes will include a range of packages including Leadership and Development sessions, Experiential learning opportunities and Multi-Faith engagements all with the aim to increase the awareness of the RN and the careers opportunities within.
5. Compliance with the recruitment engagement strategy is paramount in achieving the targets set. Events within communities is a critical enabler in supporting and enhancing the engagement work for both internal and external organisations/ influencers.

PURPOSES

6. Primary Purpose:
 - i. Establish and deliver a coherent direct contact recruiting engagement and outreach plan for Hd R&A that raises awareness of the RN to the general population and specific under-represented groups, with the aim of creating a permissive recruiting environment through the direction and co-ordination of the AT within geographical areas.
 - ii. Plan and implement a sustained, consistent, and coordinated programme of engagement and outreach activities which will engage young people aged 10-25, and their gatekeepers, to increase awareness of the RN.

iii. Create a robust network and develop strong relationships with Business and Community Leaders, Key Educational Staff, and Youth Organisations to offer events/themed packages to be delivered both F2F and through authorised digital channels.

7. Secondary Purpose:

i. Exploit key relationships and opportunities created by SO2 Relationship manager in their geographical area with key MoD stakeholders including RN Media, NCHQ D&I, Chaplain of the Fleet, CMR and the other Services including Networks.

ii. Liaise and co-ordinate with other Hd R&A stakeholders through attendance at Attract Activity Co-ordination planning meetings to ensure coherent and most appropriate assets are pooled to achieve the R&A Strategy Aim.

iii. Support the other AT areas in the execution of their outreach activity when additional resource is required.

iv. Carry out other tasking as directed by SO1 Attract.

ACCOUNTABILITY

8. The WOAT is accountable to their respective Attract SO2 who will be the First Reporting Officer. SO1 Attract will be the Second Reporting Officer.

AUTHORITY

9. WOATs are authorised to:

i. Co-ordinate and deliver approved presentations and activities both F2F and through authorised digital channels.

ii. Forward bids for (paid for) events after evaluation of previous Post Event Reports (PERs) to the Marketing Dept for financial approval via AT HQ.

iii. Exercise contractual authority as delegated by SO1 Attract.

iv. Scrutinise Identity Recruiting Schedule to ensure accuracy, relevance, and status of bookings and to ensure appropriate level of personnel are allocated to each event.

v. Support the development of assured practice through co-ordination and direct liaison with the Activity and Development SO2 & WO to ensure that approaches to recruiting engagement and outreach is consistent and coherent.

vi. Act as lead for developing community engagement programmes.

vii. Implement the effective hand-off process to the RFF when engagement has created a permissive recruiting environment.

viii. Take decisions and sign correspondence at the appropriate level in support of their purpose.

10. To fulfil the primary purpose, WOATs are authorised maintain direct liaison at the appropriate level with:

i. Education, employment, civil authorities, and other relevant organisations.

ii. All services of the RN including HM Ships and Establishments.

- iii. Appropriate NRC HQ Staff to exploit events such as Ship visits.
- iv. The 3 Services' Cadet Organisations, Combined Cadet Forces and University Officer Training Organisations.
- vi. Army and RAF personnel.
- vii. Hd R&A Attract HQ personnel.
- viii. Hd R&A ePC Managers for any budgetary matters relating to taskings.
- ix. Attract HQ SO2 Development Planning and Media to exploit all Media and Communications opportunities.

TASKS

The WOATs are tasked to:

11. Primary Tasks:

- i. Create a sustained, consistent, and coordinated programme of recruiting outreach and engagement activity.
- ii. Actively contribute to the raising of awareness of the RN in target communities as directed by SO1 Attract.
- iii. Operate within the assigned budget ensuring full compliance with all corporate governance guidance and MOD financial regulations and maintain records for audit when required.
- iv. Liaise with peers in the other Services, ensuring networks and best practice are shared on a Tri-Service basis, attending meetings as required.
- v. Attend key meetings as required and directed.
- vi. Provide LM responsibilities for AT personnel.

12. Secondary Tasks:

- i. Co-ordinate the maintenance of records of AT activity on the Activity Tracker, to appropriately evaluate the impact of outreach delivered.
- ii. Act as cardholder for both ePC and GPC purchases, maintaining records for Audit purposes.
- iii. Respond to other tasking as directed by SO2 Relationship Manager.

COMPETENCIES

13. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
ePC Training (essential)		
Driver Cat B licence (essential)		
DBS Enhanced (essential)		
Disclosure Scotland Enhanced Certificate (essential) (SNI only)		
Proficient in Word, Power Point and Excel. (essential)		

Proficient with digital delivery platforms such as MS Teams, Google classroom and zoom (desirable)		
Media Training (desirable)		
Multi-Cultural/Faith Training (essential)		
Divisional Officers Course (Refresher)		

Part 2: Key Change Objectives

(To be agreed between employee and Line Manager annually or on taking up the post)

During the next 12 months, the post holder is to direct their efforts to achieve their primary and secondary purposes to meet specific targets set by the MoD:

Signature of Job Holder

Signature of Line Manager

Date:

Date: