

Issue Date: 12 July 2022

Review Date: 01 April 2023

TERMS OF REFERENCE FOR ATTRACT TEAM WITTERING TEAM LEADER TEAM

Post Holder: VACANT

Full Title: ATTRACT Wittering Team Leader

Short Title: AT WITTERING TL

JPA Position Number: 2091543

Part 1: Job Summary

PREAMBLE

1. The Naval Service (NS) recruiting organisation, under Head Recruitment and Attraction (Hd R&A) is responsible, to Dir P&T for the delivery of the NS recruitment and assessment pipeline.
2. In the field, Attract Team (AT) personnel act as each Recruiting Area's focus for the planning and delivery of all community engagement activity. The ATs are Hd R&A's primary asset within the organisation to deliver nationally based, but locally delivered, specialist engagement for the NS, within an assigned geographical area of the UK.
3. The AT Team Leader primary role is supporting and co-ordinating the AT Team activity to target audiences set by Hd R&A through delivery of direct engagement and outreach both in face to face delivery and utilising all digital channels authorised by SO1 Attract. This engagement is delivered through an innovative delivery programme including leadership and development packages, experiential engagement and faith engagement. AT are a key element in supporting the Ministry of Defence's commitment to increasing the diversity of its personnel and increasing awareness of the NS in under-represented groups such as BAME and females. Each of the AT's are co-located within the Hd R&A recruiting areas and have a responsibility to liaise with the RFF in support of their efforts, through the WO Attract in their areas.
4. Each of the AT's are co-located within the Hd R&A recruiting areas and are line managed by the Area WO Attract Delivery.

PURPOSES

Primary Purpose.

4. To create, co-ordinate and deliver coherent engagement and outreach activities for Hd R&A that raises awareness of the NS to the general population and specifically in under-represented groups, through the direction and co-ordination of the SO2 Attract Manager and WO Attract Delivery Central within their AOR by;
 - i. Developing networks and relationships with key regional interlocutors, including Business and Community leaders, key educational staff and youth organisations.
 - ii. Liaise and coordinate with other Hd R&A stakeholders through their WO (eg Recruiting Field Force (RFF) and Specialist Recruitment Teams (SRTs)) to deliver a sustained and consistent tailored coordinated programme of engagement and outreach activities to engage with young people in a broad age group of 10-25 raising their awareness of the Royal Navy to communities which will achieve the aim of creating permissive recruiting environments through both face to face direct contact engagement and through authorised digital channels.

Secondary Purposes.

5. To support the other 2 Areas in the execution of their Area Engagement activity when additional resource is required and available. Other tasking as directed by SO2 Attract Manager and WO Attract Delivery Central.

ACCOUNTABILITY

6. AT WITTERING TL is accountable to WO Attract Delivery Central who will be their 1RO, SO2 Attract Manager is the 2RO

AUTHORITY

7. AET WITTERING TL is authorised to:

- i. Co-ordinate and deliver approved presentations and activities, both face to face and through authorised digital channels, in Schools, Colleges, Universities, Youth Organisations and other community organisations as tasked by CoC
- ii. Maintain direct liaison with all other AT Team Leader positions in order to ensure that approaches to engagement and outreach is consistent and coherent. Develop best practice through co-ordination at the AT Management board as directed WO Attract Delivery Central.
- iii. Maintain direct liaison with other Hd R&A staff within their area to ensure a coherent and tailored programme of engagement within their AOR which develops permissive recruiting environments for Hd R&A recruiters to exploit.
- iv. Support the effective use of an appropriate hand-off process to Hd R&A recruiting teams when engagement has been deemed to have created a permissive recruiting environment for the Hd R&A recruiting teams to exploit, maintaining records for audit.
- v. Appropriately target key community group leaders/organisations and educational Institutions to achieve delivery of recruiting engagement and outreach directed activity.
- vi. For Media and Communications opportunities, maintain direct liaison with the relevant Hd R&A Planning and Media Officer.
- vii. Take decisions and sign correspondence at the appropriate level in support of his/her purpose.

8. To fulfil the primary purpose AT WITTERING TL is authorised to, where directed by the WO Attract Delivery Central, establish and maintain direct liaison at the appropriate level with:

- i. Education, employment and other civil authorities including those who represent ethnic minority (EM) organisations.
- ii. All groupings of the NS including HM Ships and Establishments.
- iii. Appropriate NRC HQ Staff to exploit events such as Ship visits.
- iv. Army and RAF staffs within his/her region for Tri Service outreach activities
- v. The 3 services' Cadets, Combined Cadet Forces and University Officer Training Organisations.
- vi. MoD and NCHQ Diversity Policy desks through their HQ Policy desks.

- vii. Hd R&A Recruiting Coherence and marketing staff.

TASKS

9. The AT WITTERING TL tasks are:

Primary Tasks:

- i. Engage with young people through the delivery of approved presentations and activities to deliver a coherent outreach programme that raises awareness of the Naval Service in under-represented groups such as females and BAME, within their AOR both in face to face engagement or through the medium of on-line delivery platforms.
- ii. Assist WO Attract Delivery Central in leading and coordinating the AT WITTERING Team in the delivery of community engagement outreach programme. Co-ordinate with AT WITTERING TL2 to delivery coherent activity plan within in the WITTERING region.
- iii. Provide LM responsibilities for AT WITTERING Team OR2-4's.
- iv. Actively contribute to the raising of awareness of the NS in target communities as directed by SO1 Attract.
- v. Operate within the assigned budget ensuring AT WITTERING Team, fully comply with all corporate governance guidance and MOD financial regulations and maintain record for audit when required.
- vi. Liaise with peers in the other Services within their AOR, ensuring networks and best practice are shared on a tri-Service basis, attending meetings as required.
- vii. Attend key meetings as required and directed.

Secondary Tasks:

- i. Assist in the maintenance in the records of activities that are carried out by AT WITTERING Team, prepare returns for SO2 Attract Manager and WO Attract Delivery Central. which will allow them to appropriately evaluate the impact of engagement outreach across their AOR with all the diverse groups of the community.
- ii. Respond to other tasking as appropriate by SO2 Attract Manager and WO Attract Delivery Central.

COMPETENCIES

10. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
MoD Diversity and Equality training. (essential)		
Driver Cat B licence (essential)		
CRB Enhanced (essential)		
Disclosure Scotland Enhanced Certificate(Essential) (SNI only)		
Proficient in Word, Power Point and Excel and digital delivery platforms such as MS Teams, Google classroom and zoom (essential)		

Media Training (desirable)		
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Signature of Job Holder

Signature of Line Manager

Date:

Date: