

TERMS OF REFERENCE FOR SO2 AFC RBL CHARITIES PROJECTS

Preamble

1. Operational success rests firmly upon the quality of our people. People are our ultimate capability. Looking after our people to ensure that the nation treats them fairly, values and respects them as well as sustain/reward them and their families. It is also important to improve work-life balance of personnel. This can be done by allocating funding to projects from the Re-Balancing Lives fund to combat many of the issues that Royal; Navy personnel encounter daily.

Purposes

2. **Primary.** To act as Armed Forces Covenant (AFC), Re Balancing Lives (RBL), Charities, and Projects focal point for the People Support organisation. Advising Hd PS and SO1 Cas Mgt on AFC issues, RBL expenditure, and Charities coherence, alongside progress on delegated projects. SO2 AFC RBL Charities Projects administers and authorises expenditure of the RBL fund, and cascades relevant information to the Royal Navy via the AFC Champions Network and inputs to the AFC Annual Report.

3. **Secondary:**

- a. To promote the importance of the AFC to all Royal Navy personnel, raising awareness across all regions and fighting arms.
- b. To promote the use of the RBL fund across all areas of the Royal Navy, targeting key areas of need.
- c. To understand and promote the RN Charities sector.
- d. Deliver project solutions as directed by Hd PS.

Accountability

4. SO2 AFC RBL Charities Projects is accountable to HdPS via SO1 Cas Mgt.

Authority

5. SO2 AFC RBL Charities Projects is authorised to:
- a. Represent the view of Hd PS and SO1 Cas Mgt during their business.
 - b. Liaise directly with:
 - 1) RN authorities as required.
 - 2) Army, RAF, Civil Service and other Navies' Staffs.
 - 3) Liaise with external organisations in the course of their business. Specifically, but not limited to, the NHS and charities areas.

Organisation

6. Reporting chain for the SO2 AFC RBL Charities Projects is:

- a. 1RO is SO1 Cas Mgt
- b. 2RO is Hd PS

Principal Tasks

- 7. Engage with MOD (Centre) Covenant team and appropriate stakeholders to deliver the practical, financial and policy (benefits) arising from the AFC.
- 8. Support the Defence Tri-Service Covenant team, providing guidance, direction and advice from a RN perspective.
- 9. Provide briefings as required on matters relating to the AFC and to promote awareness of the AFC and its associated measures throughout the RN.
- 10. Engage with RN-related charities to understand their areas of SME, mechanisms and processes they use to support beneficiaries, and most effective means to engage with RN-related personnel.
- 11. Support generation and enactment of the RN Charities Strategy.
- 12. Maintain and develop key relationships; Defence Covenant Team, Naval Families Federation, Naval Regional Cdrs, Maritime Res and other Service SMEs.
- 13. Liaise with Research Management Team to ensure questions contained within the AFCAS and FAMCAS surveys meet the requirements of the AFC feedback.
- 14. Raise the awareness of the AFC to all SP and their families by developing a more focussed and targeted communications/information campaign.
- 15. Manage and promote the RBL (£132K PA) on behalf of Hd of People Support.
- 16. Manage, direct and deliver projects as directed by Hd PS and SO1 Cas Mgt, operating within an Agile Project Team, using Agile & Scrum principles and tools.

Development of Staff

- 17. No subordinate staff.

Competencies

- 18. In general, the post holder is to be:
 - a. OF3
 - b. A proven communicator, with strong inter-personal and leadership skills.
 - c. To be an approachable and progressive individual well able to engage across a wide spectrum of Service personnel, Civil Servants and Civilians.

- d. To have completed ICSC.

Committees

- 19. The post holder attends the following Committees and Groups:
 - a. Attend all relevant group meetings as directed by SO1 Cas Mgt.
 - b. Armed Forces Covenant Working Group.
 - c. RN Sports Board Major Project Funding Committee.
 - d. RN Charity Strategy programme review meetings.

Diversity & Inclusivity

- 20. Promote an inclusive culture within area of responsibility working to increase understanding and engagement through education and initiative.

Signed on Original

Signed on Original

Signature of Job Holder

Signature of Line Manager

Date:

Date: