

JOB SPECIFICATION (2010)		JSN	
Position Title	Welfare Officer	Date Approved	
Unit	77X Bde HQ G1 Pers	Approved By	
Location	Denison Bks, Hermitage, Newbury	TLB	
Establishment Type	Established Post/Single Service	Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID	A3952A/1243912/1978994	Exch/NATO/JSRL No	
Incumbent	Capt Dotchin	Staff/Command	
E-mail	Lorraine.Dotchin944@mod.gov.uk	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain		Primary Career Field	
1 st RO	77X SO2 G1	Sub Field 1	
2 nd RO	CO Task Group, 77X	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: 77th Brigade develops and generates Information Activity and Outreach (or Influence) capability for the British Army and acts as the principal formation for Information Manoeuvre.			
Position Role: Responsible for the provision of welfare support to all 77X personnel and their families, in accordance with the Comd's Welfare Policy.			
Responsibilities: <ol style="list-style-type: none"> 1. Responsible for the provision of welfare support to all 77X personnel and their families, in accordance with the Comd's Welfare Policy. This includes high availability and out of hours support as required. 2. Act on behalf of the Comd on all welfare matters for Service personnel and their families. 3. Provision of welfare advice to the Comd and the Chain of Command. 4. Liaison with agencies responsible for Service Families Accommodation and outside Welfare Agencies on housing and welfare issues. 5. Responsible for the additional Station welfare support staff, including training and development. 6. Act as 77X representative on Garrison and Station Welfare and SSAFA Committees. 7. Manage and execute the 77X VRMIS policy as VRMIS Lead, in accordance with Departmental regulations. 8. Provide ongoing welfare support to families of deployed Service personnel. 9. Manage 77X WISMIS System as Bde TLO and compliance with WISMIS Policy. 			
Pre Appt/Deployment Trg: DBS(E), Unit Welfare officer Course Part 1 & 2.			
Domestic Considerations:			
Performance Attributes	Priority Component Features		
Leadership	Inspires, influences, directs and supports others in both routine activities and under stress.		
Judgment	Demonstrates critical application of available information and deliver timely decisions.		
Initiative	Improve welfare policy and delivery. Respond to Service and individual welfare needs.		
Powers of Communication	Display effective communication skills at all levels. Deliver briefs and presentations effectively to the CoC and end users.		
Education/Training	Type	Pri	Comments
Military Quals	JODP	Essential	
Other Quals/Competencies	Unit Welfare officer Course Part 1 & 2 & approved Mental Health Course.	Essential	
Education			
Language			
Experience			
Service/Arm/OGD	Tri/ Joint	Desirable	
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other Comments			
Originator: Maj Christie		Appt: DCOS	E-mail: 77X-CGP-DCOS
		Tel:	

Auth by 2nd RO: Lt Col Archer-Burton	Appt: CO TGp	E-mail: 77X-TGp-CGp-CO	Date: 02 Dec 21
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