

**APPENDIX 1 TO ANNEX A  
TO JOB SPECIFICATION (2010)**

JOB SPECIFICATION (2010)		JSN	
Position Title	Unit Welfare SNCO	Date Approved	
Unit	JSAU(L)	Approved By	
Location	London, Horse Guards, UK	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID	A1282A/2191957	Exch/NATO/JSRL No	
Incumbent	Vacant	Staff/Command	
E-mail		WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC/DBS	Assignment Length	
Reporting Chain	Mixed Service/Civilian	Primary Career Field	
1 <sup>st</sup> RO	Unit Welfare Offr	Sub Field 1	
2 <sup>nd</sup> RO	CO JSAU(L)	Secondary Field	
3 <sup>rd</sup> RO		Sub Field 2	
<b>Unit Role:</b> Ensuring the efficient and effective delivery of pay and personnel administration to all Service personnel within MOD London as well as discipline and welfare for them and for personnel in non-operational posts overseas.			
<b>Position Role:</b> Assisting the UWO in ensuring the efficient and effective delivery of welfare services to all Service personnel within MOD London and for personnel in non-operational posts overseas.			
<b>Responsibilities:</b> Assist the UWO in: <ol style="list-style-type: none"> <li>1. Delivery of effective personal and community welfare support across the JSAU(L) AOR.</li> <li>2. Oversight and Management of Policy and providing general Welfare and Community Support assistance to Service Personnel and their Dependants.</li> <li>3. Oversight and Management of Safeguarding policy and practice, including facilitation of training throughout the JSAU(L) AOR.</li> <li>4. Oversight and Management of Tri-Service Wounded Injured Sick procedures in the JSAU(L) AOR.</li> <li>5. Oversight and Management of Post Operational Stress Management procedures and Joint Casualty and Compassionate policy and procedures.</li> <li>6. Manage, suicide and vulnerable at-risk service personnel iaw policy and through VRMIS.</li> <li>7. Manage welfare casework, investigations and complaints in the JSAU(L) AOR</li> <li>8. Attendance of meetings and liaison with external agencies as required.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> No pre appt trg req however see other comments below.			
<b>Domestic Considerations:</b> Remote working possible but required to be in London 2 days per week. May be required to travel at short notice to any of the JSAU(L) AOR locations including overseas.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Professional Effectiveness	Carries out the full range of tasks effectively. Shows clear understanding of professional environment.		
Judgement	Demonstrates critical application of available information to arrive at sound, timely decisions. Displays appropriate interpersonal/social skills and an appropriate sense of humour.		
Powers of Communication	Displays good oral communication, ability to inform and convince. Produces logical, fluent, convincing and accurate written work.		
Initiative	Displays enterprise and is willing to take appropriate action. Anticipates and resolves problems.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	)		
Other Quals/Competencies			
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Tri-Service	Desirable	
Operational			
Staff	MOD main Building	Desirable	
Command			
Fields/Trades	Pers	Desirable	
Environments	Welfare	Desirable	Previous welfare experience highly desirable.

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<b>Other Comments</b>	Experience and/or knowledge of Welfare will benefit the incumbent of this post. The post requires an individual who has a high level of empathy and is not judgemental. There will be a number of courses that the incumbent will be expected to complete, they include: UWO Part 1 & 2, PRO, Mental Health First Aid, Domestic Abuse and Domestic Violence Awareness, Child & Vulnerable Adult Safeguarding, and other sS specific courses.		
<b>Originator:</b> [Mrs Clare Evans]	<b>Appt:</b> UWO JSAU(L)	<b>E-mail:</b> Evans, Clare Mrs (JSAU(L)- Unit Welfare Officer) <Clare.Evans330@mod.gov.uk>	<b>Tel:</b> S4B
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col L C Smith	<b>Appt:</b> CO JSAU(L)	<b>E-mail:</b> Smith, Lucy Lt Col (JSAU(L)-CO) <Lucy.Smith613@mod.gov.uk>	<b>Date:</b> 5 Jan 23