



## **JOB DESCRIPTION**

### **WILTSHIRE REBASING CO-ORDINATOR - 12 month FTC**

#### **Job details**

<b>Location:</b>	Community- and home-based, with travel across the Salisbury Plain Training Area as required.
<b>Reporting to:</b>	Regional Manager South
<b>Hours:</b>	15 hours per week (to be worked during normal working hours)
<b>Salary:</b>	£10.18 per hour (£7,940.40 per annum)

#### **Job purpose**

This is an additional role for 12 months to support the Army Basing Programme (ABP) across Salisbury Plain. Supporting the Wiltshire Co-Ordinator, the key aspect of this role is engagement with families and assisting with enquiries and concerns arising as a result of ABP activity and helping families access the right services and support.

#### **Job responsibilities**

##### **Engagement with families, chain of command and other agencies**

- Working alongside the Wiltshire Co-Ordinator, establishing and maintaining contact with Army families, the chain of command and agencies within the area of responsibility
- Handling enquiries from Army families, signposting to appropriate support and information and liaising with command, agencies and AFF Specialists as required
- Working at unit, station and garrison level to resolve local issues
- Representing AFF and Army families at appropriate meetings/events, to brief military and civilian policymakers on the issues and concerns of Army families in the area
- Working with AFF's social media team to reach families through local Facebook groups

##### **Administration**

- Completing personal paperwork on a weekly basis, to enable submission of monthly returns to a deadline; this will include an activity report, timesheet and expenses claim form
- Entering enquiries on the AFF Families Concerns Database and contacts onto the AFF CRM
- Use of any other AFF applications as required.

### General

- In conjunction with the Wiltshire Co-ordinator, maintain and contribute to up-to-date information for families in suitable locations, including online; your personal image and contact details will be used in this.
- Attending and participating in AFF meetings and training events
- Assisting with the setting up of any local roadshows or meetings as appropriate and encouraging attendance by Army families
- Working with AFF Communications specialists to submit contributions for Army&You, and other AFF media channels, as requested, to include both writing and images.
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time

## Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development, and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders.
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

## Key contacts/relationships

In addition to AFF colleagues, the following are key contacts/relationships, across the area of cover:

- Service families
- Chain of command at unit, station and garrison level, inc. Unit Welfare Offices
- Army Welfare Service, including HIVE
- Housing staff, including the Defence Infrastructure Organisation and CarillionAmey
- Service charities, including SSAFA and RBL
- Local authorities
- Local schools

## Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL	
Understanding and current knowledge of Army life and its impact on families	
A keen interest in the welfare and quality of life for Army families	
Enthusiasm to achieve results	
Good listening and interpersonal skills	
Clarity of expression, both written and verbal	
Ability to work on own initiative and outside of a formal office environment	
Effective team player	
Understanding of principles of client confidentiality	
Sound working knowledge and experience of using Microsoft Office, in particular Word, Excel, Outlook and PowerPoint	
Full UK driving licence and access to transport	
DESIRABLE	
An understanding of the impact of military and Government policies on Army families	
Experience of providing information and/or guidance	
Experience of working from home	
Experience of delivering presentations/and or public speaking	
Knowledge of e-communications, including online forums, and social networking sites	

## What we do for you

<b>When do I work?</b>	During normal working hours, between 9am and 3pm, Monday to Friday.
<b>Does AFF pay overtime?</b>	We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.
<b>How much holiday do I get?</b>	We give all staff 30 days' holiday a year plus public and bank holidays (we adjust this pro-rata if you work fewer than 5 days per week).
<b>How will AFF review my salary?</b>	A pay committee, made up of Trustees and the Chief Exec (with contributions from senior managers), reviews pay annually.
<b>Will AFF help me save for the future?</b>	Yes! AFF has a workplace pension scheme, which any staff member can sign up to (staff earning more than £10,000 per annum must be automatically enrolled into the workplace pension scheme).
<b>How will AFF help with my development?</b>	Your induction will include time with your line manager, and possibly work shadowing. We offer comprehensive internal training (1-2 times per year) and you will receive an annual Performance Review with your

	line manager.

## Job context and any other relevant information

- Although AFF Co-ordinators are supported by their line manager and the whole organisation, they need to be self-starters who are willing to take the initiative to make contacts in their area, be the AFF point of contact for families and be motivated in achieving the best outcomes for their community.
- References will be taken up on appointment
- The successful applicant must be prepared to travel to meetings as required, and to attend staff training events. Training events will be held outside the coordinator area, and will involve overnight stays.
- There will be a six-month probationary period and you will be required to sign an agreement that you will abide by the AFF Confidentiality Policy as part of your contractual obligations.
- Expenses incurred in the course of fulfilling the duties of the post will be paid
- We rely on home-based staff to supply electricity and use of broadband for purposes of working effectively from home. In some circumstances a tax rebate can be claimed from HMRC in support of these small costs incurred.
- AFF supplies a laptop and mobile phone with this position. You will need to have the ability to print hard copies of your timesheet and expense claims for monthly submission.