



## **JOB VACANCY NOTICE – REGIONAL EMPLOYER ENGAGEMENT DIRECTOR**

1. Applications are invited for the post of full time Regional Employer Engagement Director (REED) with East Midlands Reserve Forces' and Cadets' Association (EMRFA). This post is based in Nottingham (NG7 2GG) and the successful candidate will be expected to reside within daily travelling distance. This is a Crown Servant (Civil Service Band C2 equivalent) post.

2. **EMRFA Role and Responsibilities.** East Midlands Reserve Forces and Cadets Association (RFA) is responsible for managing and maintaining the Army Reserves and Cadet premises across the East Midlands and contributes to wider Ministry of Defence (MoD) outputs. We play a leading role in strengthening the environment for the Armed Forces through building relationships with local communities and employers. We help deliver the MoD's youth support programme through the MoD sponsored Cadet Forces, providing opportunities for young people to reach their fullest potential, irrespective of background. We are also responsible for engaging with Reservists' employers, supporting Reservists and Cadets, and assisting with recruitment of Army Cadet Force Adult Volunteers.

3. The Regional Employer Engagement Director (REED) will report to the Head of Engagement and will be responsible for the Regional delivery of Employer Engagement (EE) and development of effective working relationships with employers and the business community. Essential to the success, the post holder will be required to forge strong relationships and work collaboratively and effectively with key stakeholders and partner organisations.

The successful applicant will have experience of the commercial environment and of event management and planning; excellent communication, interpersonal and presentational skills; and strong IT skills.

The successful applicant will be required to travel throughout the East Midlands RFA area of responsibility with occasional train travel to other RFA regions.

Applicants must have a valid driving licence in order to self-drive.

4. **Previous Experience and Qualifications.** Applicants must be confident with the use of MS Office applications including Excel, Word and Powerpoint. Applicants are required to be organised, numerate and with sound written and verbal communication skills. They will be expected to demonstrate initiative, team-working and problem-solving. Ideally they will also have experience of working with a Customer Relationship Management IT system, and of telephone-based customer service.

5. **Terms and Conditions.** The salary for this Band C2 equivalent is £36,530. The successful applicant may be asked to undertake work-related travel and on occasion to be flexible with working hours. Annual leave, excluding public holidays, is 25 days per annum rising to 30 days after 5 years' service. Previous service in the public sector will count towards qualifying years' service. The successful candidate will be eligible to join the Council of RFA's Pension Scheme which operates on a Career Average Revalued Earnings (CARE) in which the employer contribution is 13% and the employee contribution 5%.

6. **Probation.** The appointment is for an initial probation period of 6 months and final confirmation of your appointment is dependent upon the satisfactory completion of this probationary period.

7. **Application.** If you feel that you are the ideal candidate and could bring experience to the role, send a current CV and a covering letter demonstrating how they meet the essential requirements of this job, including evidence of relevant professional accreditations / memberships, and why they consider themselves suitable for the

position, indicating their interest and motivation to assume this role by email to Miss Chantelle Hibbert at [em-offman@rfca.mod.uk](mailto:em-offman@rfca.mod.uk)

**The closing date for applications is Monday the 10<sup>th</sup> February 2025 at 4.00pm.** The shortlist for interviews will be notified as soon as possible after that date. **Interviews will be held the week beginning 17<sup>th</sup> February 2025.** The post will be vacant and the Association wish it to be filled as soon as possible.

A copy of the Job Description for this position can be viewed on the Associations' website:  
[www.eastmidlandsrfa.co.uk/about/vacancies](http://www.eastmidlandsrfa.co.uk/about/vacancies)

Signed on original

Miss Chantelle Hibbert  
On behalf of  
SC Williams OBE  
Chief Executive  
East Midlands Reserve Forces and Cadets Association