



COMMUNICATION & ENGAGEMENT OFFICER JOB DESCRIPTION

Job Title: Communication & Engagement Officer, Female Veterans Transformation Project (FVTP)	
Reports to: Programme Lead, FVTP	Type: 18 month Fixed Term Contract (with option to extend)
Hours: Part time (3 days a week , flexible hours)	Location: Work From Home with occasional, sometime regular travel across the UK
Salary: £38,400 pro rata	

Main purpose of the role

The FVTP, hosted by the Women’s Royal Army Corps Association are seeking a Communication and Engagement Officer to support an exciting project that will support female veterans from all 3 services. Funded by the Armed Forces Covenant Trust and NHS England, this work will transform the experiences of female veterans and address barriers to accessing support across all sectors. Reporting to the FVTP Programme Lead, you will be responsible for providing high-level communication and engagement support and to deputise for the Programme Lead when required. This includes engagement and consultation with key stakeholders including Office of Veteran Affairs, MoD, NHSE, Devolved Nations health services, Royal Navy, Army and Royal Air Force (including Associations and charities), Veterans Commissioners, academic institutions, other veteran-facing organisations aligned through the Cobseo Female Veterans Cluster Group and female veterans themselves

Key Responsibilities

- General:**
- Work with the Project Lead to deliver the project plan, including a communication and engagement strategy for the Female Veterans Transformation Programme (FVTP)
 - Increasing awareness of the FVTP, maximise reach and engagement
 - Promote the outcomes of the programme using a wide range of media, digital platforms and other relevant methods
 - Engage with a wide variety of people enabling and encouraging others to participate, network and share.
 - Ensure our stakeholders feel equipped with the knowledge & support they need to better support and understand female veterans
 - Attend events organised by partners and external agencies to raise awareness of and promote the FVTP
 - Support focus groups, stakeholder consultations and any other engagement activities with the Project Lead
 - Produce internal communications and briefings to deliver key messages and updates – support project reporting
 - Support the development of resources, including a toolkit for the sector and utilise creative communication methods
 - Support the development of education and awareness raising materials that increase knowledge and skills to support female veterans in the sector

- Engage with funders and potential funders where required
- Use your understanding of information sharing and GDPR to ensure the project meets all regulations in this area
- Support the FVTP Steering Group and the COBSEO Female Veterans Cluster through general admin tasks – setting meetings, taking minutes and handling questions
- Contribute to WRAC Association reporting where required e.g. Annual Report, member magazine

Person Specification

Essential

Experience

- Proven experience of devising and implementing engagement and communication strategies.
- Ability to demonstrate stakeholder management and strong relationship building.
- Ability to engage, inspire and positively respond to individuals and groups
- Ability to work independently and under pressure, juggling a number of high-profile projects
- Ability to understand and clearly express complex ideas and issues in a clear and accessible way to a range of different audiences.
- Ability to think creatively and introduce new ideas and concepts.
- Ability to manage confidential and sensitive information appropriately.

Skills/Knowledge

- Experience of developing and managing content for a range of social media channels.
- Experience of managing, editing and (co-creating content for websites.
- Excellent eye for detail and ability to write, edit, and proof-read a range of on and offline material
- Experience of developing and using a range of communications channels and tactics to communicate to a range of external audiences.
- Experience of monitoring and evaluating marketing/social media activity.
- Polite and professional manner. Honest.
- Good time management, with the ability to work on own initiative and to prioritise and plan a busy and diverse workload to meet deadlines.
- Self-directed, calm under pressure, confident and proactive.
- Good team player with a friendly can-do attitude.

Desirable

- Experience of working in a charity or not-for-profit setting
- Experience of conducting research, working within academic institutions