



Reserve Forces' and Cadets' Association
for Greater London



CITY SECRETARY GL RFCA RECRUITMENT PACK



OUR STORY

... SO FAR

Greater London and City RFCA champion London's Reserve Forces' and Cadets' through community and corporate engagement, estate management and support to local Reserve Units and Cadet Detachments.

Reservists are an integral part of the Armed Forces, working side-by-side with their regular colleagues at home and overseas.

Our history

Since 1908 we have been the voice for London's Navy, Army and Air Force Reservists and Cadets. There has always been a special relationship with the City of London which can be traced back to 1908 when the City formed its own Territorial Force Association with the aim to support Reserve Units through City of London connections.

The Lord Mayor and the City of London Corporation provide continuing support for the Armed Forces and especially the Reserves and Cadets.

The core objective of the City Secretary is to maintain and promote the centuries-old links between the mayoralty, the Corporation of London and the Reserve Forces and Cadets, thereby ensuring the most advantageous mutual benefits to all parties. They have a close working relationship with the staff at Mansion House, the Remembrancer's department in Guildhall and the Old Bailey.

WHAT WE DO

'Defence is everyone's business'

FOSTER SUPPORT



The City Secretary will foster the widest measure of support within the community of the City of London for its Reserve Forces and Cadets to create the most favourable climate in which units may conduct their recruiting activities.

This may take the form of direct support to eligible Reserve and Cadet units from the Corporation Grant or events such as the annual City Briefing Dinner.

RAISE AWARENESS



A core focus of the role is to raise awareness in the City of London of defence and security as well as the Reserve Forces and Cadets, using, where appropriate, links established by the mayoralty and the City Corporation.

A major event in the City calendar is the Lord Mayor's Show. The City Secretary will support the Pageantmaster in delivering the show to the City's expectations.

PROMOTE AFFILIATIONS



The City Secretary will establish and set up links with the Livery Companies and, if appropriate, having consulted the Livery Committee, to foster and promote the affiliations between the Livery and the Armed Forces and Cadets.



HOW WE DO IT



THE LORD MAYOR'S SHOW



SHARPE SHOOTER



CITY BRIEFING DINNER



ARMED FORCES WEEK FLAG RAISING

From:

Lt Cdr (Retd) A Pringle MCGI
Chief of Staff
Director of Youth and Cadets



**Reserve Forces' and Cadets' Association
for Greater London**

VACANCY NOTICE

25 February 2019

CITY SECRETARY RESERVE FORCES' AND CADETS' ASSOCIATION FOR GREATER LONDON

The above vacancy, operating from Fulham House, 87 Fulham High Street, London, SW6 3JS needs to be filled at the earliest opportunity from early April 2019. This role requires regular travel across Greater London.

The appointment calls for a probationary period of six (6) months, after the satisfactory completion of which the position will become permanent. The job description, including the required competencies is attached hereto. The ideal candidate will have military experience at unit or sub unit command, a sound understanding of the City Corporation, Livery Companies and Mansion House, experience of strategic engagement coupled with management and organisational experience as well as excellent communication, interpersonal, presentational and strong IT skills.

The salary for this part-time position, including the London Weighting Allowance, is £17,985 per annum for an average 2.5 days per week. In addition, the successful candidate would be eligible to join our pension scheme. The annual leave entitlement is 25 days plus Bank Holidays increasing to 30 days after 5 years of service or if requalification criteria are met.

Offers of employment will be conditional on the following:

- Confirmation of the right to work in the UK;
- Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid for by the Association;
- Satisfactory references;
- Successful completion of the Baseline Personal Security Standards (BPSS) check;
- Agreement to sign a contract.

To apply please send a CV of not more than 2 pages together with a covering letter giving evidence of how you fulfil the requirements of the role, electronically or by hard copy to:

Head of Support Services
Reserve Forces' and Cadets' Association for Greater London
Fulham House
87 Fulham High Street
London SW6 3JS
gl-offman@rfca.mod.uk

Closing date for applications is **Thursday 21 March 2019** and interviews for retained candidates will take place week commencing 25 March 2019..

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JOB DESCRIPTION

Job Title: City Secretary **Grade:** C2

Department: City

Responsible to: Chief Executive and Chair of the City RFCA

Overall Purpose of Job

1. The City Secretary is a Crown Servant and a part-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA). Responsible to the Chair of the City RFCA and City RFCA Executive Committee the City Secretary is to raise awareness of the Government's defence people objectives within the City and providing the City perspective to the national debate.

2. This role is first and foremost City focussed and as such the City Secretary is a key member of the Associations' Engagement Team with the responsibility of ensuring seamless coordination and support between the City and Greater London. Although responsible direct to the City Chairman on City matters, he/she must ensure clear communication and sharing of information with the Head of Engagement around City activity to ensure smooth coordination and support. There will also be routine engagement with the Chief of Staff on matters of internal coordination and resource management. The Head of Engagement will provide day to day line management on behalf of the City Chairman and GL Chief Executive.

Main Activities/Tasks

3. The City Secretary's tasks and responsibilities are to:
- a. Provide support to the Chair of the City RFCA, working closely to deliver Defence objectives.
 - b. Build and maintain close and productive relationships with the Mansion House, Guildhall, the Livery Companies and the wider City, in particular with the Lord Mayor, Remembrancer and the Executive and Liaison Committee.
 - c. Establish and develop City business links which can then be shared with the Employer Engagement Team to build a positive reputation for both the City and GL RFCAs.
 - d. Maintain close links with City units, both Reserve and Cadet, working closely with Head of Engagement and Director Youth & Cadets.
 - e. Act as the RFCA lead for Lord Mayor's Show, Remembrance Sunday and the Guildhall Flag Raising during Armed Forces week.
 - f. Work in partnership with the Engagement and Secretariat teams to deliver the following events:
 - i. Defence and Security Lecture.
 - ii. City Briefing dinner.

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- iii. Lord Mayor Elect Briefing.
- iv. Exercise SHARPSHOOTER.
- g. Work closely with Director Youth & Cadets to deliver the Lord Mayor's Music Competition.
- h. Act as Secretary to the City RFCA Executive Committee and City RFCA Liaison Committee.
- i. Manage the City of London Corporation Grant Fund.
- j. Attend the GL RFCA Management Board, Spring Meeting and Annual General Meeting.
- k. Attend the weekly Engagement Team meeting, providing City inputs and sharing required information to ensure smooth coordination with wider GL activity..

Additional tasks

- 4. Be prepared to undertake other tasks as directed by the Head of Engagement, Chief Executive and by the Chair of the City RFCA.

Competences Required for the Post

5. Essential Competences.

- a. Military experience preferably with unit or sub-unit command.
- b. Management and organisational experience.
- c. Sound understanding of the City Corporation.
- d. Experience of dealing with high level stakeholder engagement with business/industry.
- e. Excellent communication, interpersonal and presentational skills.
- f. Presentation and/or briefing skills.
- g. Strong IT skills, particularly Microsoft Word, PowerPoint and Excel.

6. Desirable Competences.

- a. Understanding of the Reserve / Regular / Cadet military environment.
- b. Experience of event planning and management.

Health & Safety at Work

- 7. Take reasonable care for their health and safety and of other persons who may be affected by their acts or omissions while at work. He/she will also be responsible for the health, safety and welfare of subordinate staff.

Performance and Development Reports (PDR)

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8. Twice a year, have own performance assessed and reported upon by their Line Manager. The City Secretary's Line Manager is the Head of Engagement and the Countersigning Officer is the Chair of the City RFCA.

Security

9. Undergo a Baseline Personal Security Standard (BPSS) check in accordance with the Association's Security requirements.

10. Sign annually and comply with the Security Operating Procedures (SyOps) for the use of the Association Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

General

11. Be prepared to carry out other duties, commensurate with competencies held as directed by the Chief Executive or Chair of the City RFCA.

12. The post involves some evening and weekend work which is compensated by way of TOIL.

13. Must administer, maintain responsibility for and take reasonable care of any equipment and/or other items under his/her control.

14. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.