
Role Profile: Adviser to the Leader – Armed Forces Champion

Please also refer to the separate generic role profile for Advisers to Cabinet Members.

Scope and range of duties

- An Adviser to the Leader, with an interest in the Armed Forces community. Some Armed Forces experience would be an advantage.
- Appointed by the Leader to emphasise the importance the Council places on the role.
- To raise the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families, veterans and Cadets), internally and externally, including with the borough/district councils.
- To keep informed of all relevant developments through attendance at the annual conference, seminars and Task Groups, where appropriate.
- To chair the West Sussex Civilian Military Partnership Board.
- To work closely with Council's lead officer responsible for the Armed Forces Covenant, with particular reference to the Council's obligations undertaken through the Covenant.
- To ensure close liaison and involvement on all military ceremonial matters in which the Chairman is involved (e.g. ranging from Armed Forces Day flag raising, attendance at local Armed Forces events, to Freedom Marches).
- Regular liaison with the Chairman's Office to ensure that all forthcoming military ceremonial events are included in the Civic Diary.
- To keep the local MPs informed of the activity and issues within the County in relation to the Armed Forces community on at least a quarterly basis.
- Encourage and support local applications to the Armed Forces Covenant Grant Fund.
- To form positive working relationships with the local Task Force Commander within the County and 11 Infantry Brigade to better understand and address the needs of the Armed Forces Community within the context of local authority roles and responsibilities.
- To represent the Council in any relevant cross-border working groups, particularly any initiated by the Ministry of Defence the MOD.
- To work with the South East Reserve Forces and Cadets Association SERFCA to engage with key local businesses to promote the Armed Forces Covenant, the Ministry of Defence Employer Recognition Scheme, the employment of Reservists and the appointment of Cadet Force Adult Volunteers.

- To develop links and support local Cadet units by acting as the key link with the local authority, and to look to provide local ceremonial, remembrance and volunteering opportunities.
- To sponsor an Annual report to Full Council detailing the Council's activities and achievements over the past 12 months in respect of the obligations to the Covenant.

Expected time commitment and workload

- Time commitment will vary, but approximately five hours a week. Appointment not time-limited but to be reviewed at least annually by the Leader.

Special Responsibility Allowance (SRA) Allocation

- The SRA allocation for this role has been assessed by the Director of Law and will receive the maximum in accordance with the scheme of Member Allowances.