

ARMED FORCES CHAMPION AND LEAD OFFICER/S ROLES AND RESPONSIBILITIES

Just as Community Covenant Partnerships will look and work differently depending on their location and local population so the roles and tasks falling to the Armed Forces Champion or Lead Officer will vary. The following list of actions has been suggested as a guide for the type of activities that you may wish to consider when working in this role.

Ensure that your role as Armed Forces Champion/Lead Officer and contact details are publicised in and outside the organisation.

- Have you publicised that you have signed a Community Covenant?

Understand the aims of the Armed Forces Covenant, how the Community Covenant supports these aims and how the Local Authority can uphold the Covenant.

- Does your partnership have an action plan?
- Does your partnership hold a regular Covenant working group to look at how the Covenant could be actioned in your area?

Consider the needs of the Armed Forces Community in relation to Local Authority policies and service delivery.

- Are you aware of where disadvantages can arise for the Armed Forces Community?
- Do your partnership's policies take the Armed Forces Community into account when providing key services such as health, housing and education?
- Have you started to build a picture of how many and where the Armed Forces community are in your area?

Actively communicate the Community Covenant and the Community Covenant Partnership's work in taking it forward both in and outside the organisation.

- Do you have a dedicated Covenant webpage?
- Have you held a workshop or seminar event to discuss the Covenant and the key issues affecting the Armed Forces community?
- Have you participated in any National Community Covenant events?

Be the point of contact for the local Armed Forces/Reserve Unit/s and other key stakeholders, such as Service charities and other service providers.

- Do external Covenant stakeholders know who to contact within your organisation?

Ensure that staff who have daily contact with the public are aware of the Covenant and understand how it impacts upon local services and delivery.

- Have you offered guidance or events to inform front line staff of what the Covenant means in your area?

Capitalise on the opportunities presented by Armed Forces Week and Remembrance Day to promote the Armed Forces and the Armed Forces Covenant.

- Have you held Remembrance Day or Armed Forces Days events?
- Have your local AF unit taken part in any civic events in your area?

Promote the Corporate Covenant to local businesses and organisations, particularly among council suppliers and contractors.

- Are you aware of the aims and scope of the Corporate Covenant?

Identify whether your organisation employs any members of the Armed Forces Community and ensure that any employment practices take the issues and concerns of the Armed Forces Community into account.

- Do you allow Reservists that you employ to take additional leave to allow them to undertake Armed Forces training?
- Do you allow Service spouses and partners to work flexibly to accommodate the deployment of the Service person?
- Have you any arrangements in place to encourage the employment of Ex-Service personnel?

Most of all, remember that you are not alone and there are a number of organisations who can offer help and advice on how you can effectively deliver your Community Covenant.

Each region has a Military Civilian Integration (MCI) Team who can offer local advice, and there are also national organisations such as the Families Federations and the MoD Covenant Team. Contact details for all of these organisations are as follows:

MCI Teams

List of MCI contact details – checking if these can be published

Naval Families Federation

E-mail: admin@nff.org.uk

Tel: 02392 654374

Army Families Federation

E-mail: covenant@aff.org.uk

Tel: 07833 448352

RAF Families Federation

E-mail: enquiries@raf-ff.org.uk

Tel: 01780 781650

MoD Covenant Team

E-mail: covenant-mailbox@mod.uk