

Topic Lead Role Profile for Herefordshire Armed Forces Covenant Partnership (HAFCP)

In line with the Terms of Reference:-

- The Chair and Vice-Chair of the HAFCP will choose individuals from representative organisations for the armed forces to be the lead in a particular topic those being Healthcare, Accommodation, Education, Business & Community and Wider Covenant.

Purpose

The purpose of the topic lead is to:

- act as a positive lead and focus for the armed forces community in the subject area that they are heading up;
- representing those areas of expertise and knowledge committing to organize group work relative to that topic area;
- engaging in the purpose and role of HAFCP;
- publicising and reporting the work of the group (where relevant and permission given)ⁱ;
- engaging with other organisations who will further the work of the topic for the local community.

Key duties and responsibilities

The key duties and responsibilities of the Topic Lead are to:

- together with relevant organisations develop and progress appropriate initiatives and activities to achieve the aims of the armed forces covenant in Herefordshire;
- represent the views of such organisations to the wider Partnership and in any other relative forum;
- act as an advocate on behalf of the armed forces community covenant within the Partnership and to the wider community;
- become familiar with the needs and priorities of the armed forces community in order to accurately address their needs;

Key skills

The key skills required of the Topic Lead are:

- strategic position to enable action to be taken;
- the ability to foster cross-party co-operation and to engage with relevant outside groups and officers;
- the ability to campaign with enthusiasm and persistence on behalf of their relevant section of community;
- good communication skills;

- good presentation and public speaking skills;
- good media skills.

Knowledge

The key knowledge required of the Champion are:

- up to date knowledge of the issues of concern to the relevant section of the community.

ⁱ See communications strategy