**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)[[1]](#endnote-1);
* 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.

1. See communications strategy [↑](#endnote-ref-1)