

About the employment and Training platform

Army Families Federation (AFF), in conjunction with other key stakeholders including Naval and RAF Families' Federations and Defence Relationship Management are creating this platform to enable spouses and family members of current UK Armed Forces military personnel to have a 'one stop shop' where they can apply for jobs directly with employers who have signed the Armed Forces Covenant as well as find signposting to other career and training opportunities.

What are the benefits to you, the employer, in signing up to advertise your jobs on this site?

- Advertise your jobs to this audience free of charge.
- Search our candidate database and download candidate CVs free of charge.
- Fulfil your commitment to the Armed Forces Covenant (AFC) and progress through the Employment Recognition Scheme (ERS) by demonstrating your commitment to Service spouses.
- Have your own company profile where you can articulate your specific commitments to the Armed Forces Covenant and your ERS level.
- This is not a paid for service but is provided free to those who have signed the AFC.

To note:

- By submitting this form to us you are agreeing to have an account set up on the Forces Families Jobs platform.
- The platform is currently under construction.
- Please note that we cannot guarantee that applicants are military spouses as the site does not require them to provide proof of identity.
- We will not charge a fee for advertising jobs on this platform or for you using the candidate CV database search.
- Once the site is ready it will be available at www.forcesfamiliesjobs.co.uk where you will be able to login and view your profile within your account.
- You will also be able to add email addresses of other users within your organisation to your account.
- You will be able to search for candidate CVs for those candidates who have agreed to have their CVs made available for search. In some instances, the candidates will have selected the option of receiving and approving the request to have a company download their CV. They will then need to approve your request to download their CV before you are able to action this.
- We are planning on enabling the Broadbean multi-poster feed to this jobsite.
- We can potentially arrange for an integration to your preferred multi poster. Please note that this will have a time and cost implication which we would ask you to pay for. This will need to be confirmed with the multi poster in question and will vary depending on requirements.
- Please note that if you are a recruitment agency, you can advertise jobs on this site where you are employing people directly within your organisation but you cannot advertise jobs on behalf of clients. If a client has signed the Armed Forces Covenant you will need to advertise via their direct employer account on the site. In instances where they do not have a Forces Families Jobs account, you can sign up for one on their behalf, with their permission and advertise accordingly. This is to ensure that all roles advertised on this site are by AFC signatory companies only.

What we need from you:

We need to collect the following information to be able to set up a company profile on the site:

Company/organisation name:

Defence Relationship Management (DRM) Account Manager or Regional Employer Engagement Director name:

Contact name:

Contact role:

Email address:

Phone number:

Website URL:

Twitter username:

What Armed Forces Covenant (AFC) status do you currently hold:

- Employment Recognition Scheme (ERS) - Gold Award
- Employment Recognition Scheme (ERS) - Silver Award
- Employment Recognition Scheme (ERS) - Bronze Award
- Armed Forces Covenant signatory
- None

Job uploading preference (Please select your preferred method of uploading jobs to the site):

- Manual upload via logging into the site:
- Via a multi-poster (e.g. Broadbean)

If via a multi-poster, please specify the multi-poster that you use:

How many jobs do you anticipate uploading:

Monthly:

Weekly:

Company/organisation summary (circa 170 words):

Company/organisation commitment to the Armed Forces Covenant (circa 170 words):

Please summarise your company/organisation's commitment to the job seekers. In particular, focus on what or how your company/organisation does or how it supports employees

(See below for example text of AFF's organization commitment to the Armed Forces Covenant summaries)

Logo:

Please include in the email back to us your approved company/organisation logo that you would like to appear on your company profile page.

This should be a minimum of 120 x 60 pixels and can be supplied as a .jpg or .png file. Please ensure that it is a sufficiently high enough resolution.

Timings:

Once we have received your completed form we will begin creating your company profile on the site.

15 July - Site ready for you to login to the site review your content and test uploading jobs.

This will be a STAGING environment and the site will not be available to the outside world to view until official launch. You will receive an email with a URL link to the site where you will be able to use your email address, re-set your password and login to review your profile.

15-26 July - review and approve your company profile and test the upload of jobs to the site.

July-Aug - further site preparation, including testing of job uploads and integration to multi-job poster (Broadbean but TBC).

17 Sept - planned date for site to go live

If you require any help, please contact us.

Thank you - we look forward to having you on board!

Example text – organisation/company profile:

The Army Families Federation (AFF) is the independent voice of Army families and works hard to improve the quality of life for Army families around the world – on any aspect that is affected by the Army lifestyle.

AFF is often pivotal in achieving improvements for Army families such as changes to Government and military policy and changes to the delivery of how things are provided for families. AFF does not do this by itself; our role is to highlight problems to the chain of command or service providers, and to work with them and other agencies to improve the support they provide to Service families.

AFF also provides a signposting service to help you find the right person to speak to, as well as providing useful information for Army families

Example text – organisation/company commitment to the Armed Forces Covenant (AFC):

Army Families Federation (AFF):

The Army Families Federation is committed to supporting the Armed Forces community and recognises the value serving personnel, Reservists, Veterans and military families bring to our organisation. We strive to support the values of the Armed Forces Covenant in many ways, including:

- We will always consider offering an interview to spouses/partners if they meet the selection criteria laid out in a job advert.
- We encourage staff to apply for other suitable positions within AFF on relocation when appropriate.
- We will support spouses and partners to work from home where appropriate and look at flexible working opportunities.
- We will support training and development which helps staff not only in their AFF role, but will also be of benefit in future employment.
- We will look sympathetically on requests for leave before, during or after a partner's deployment according to AFF policy.
- We will grant special paid leave for employees who are bereaved or whose loved ones are injured.

You will need Adobe Reader to complete this form. Once completed, please save a copy then email as an attachment to help@forcesfamiliesjobs.co.uk