

CHIEF EXECUTIVE

Briefing Pack



1

Foreword by Chair of Trustees

Thank you for asking for the briefing pack for the role of Chief Executive Officer of the Naval Families Federation. I hope you enjoy the process of learning about us and the vital work we do in championing Royal Navy and Royal Marines families.

We have a very welcoming and flexible team for you to lead with wonderful opportunities for making a difference to individuals and the way policy is decided. Please do not feel that you need to dot every 'i' and cross every 't' – we are most interested in your character and abilities and understand that if you are part of a RN/RM family there may be a gap in your CV due to the unique challenges we face.

You are very welcome to ring our present CEO, Anna Wright, if you would like to discuss the role. Our selection process is all about you being the best you can be!

We look forward to hearing for you.



**Captain Paul Quinn OBE RN
(Retired)**

Paul Quinn

2 About the Naval Families Federation

The Naval Families Federation (NFF) is a registered charity in England and Wales (1177107). We are a small team of 15 staff members and our headquarters are in HMS EXCELLENT, Portsmouth.

The NFF exists to speak up for currently serving Royal Navy and Royal Marines personnel and their families. We champion families and advocate on their behalf to the relevant authorities.

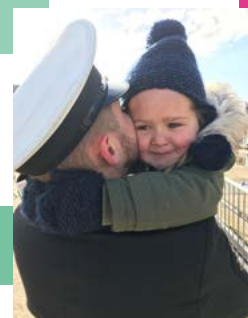
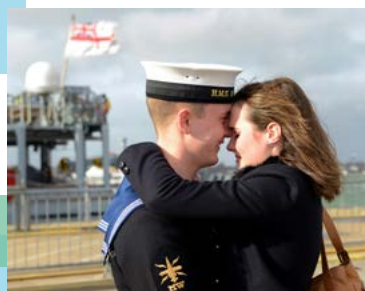
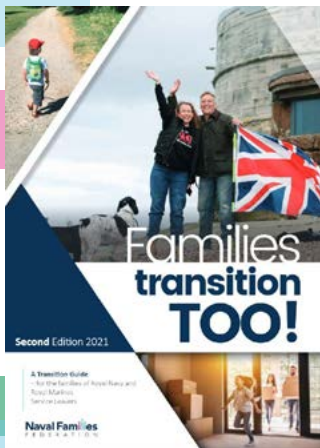
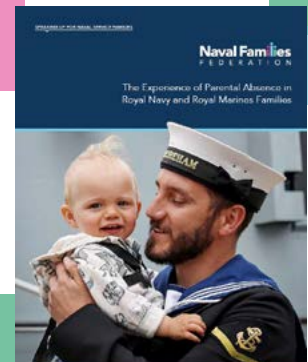
We support individual families with casework where their circumstances don't fit existing policies. We represent their views and

experiences to those who make the policies and decisions that affect them.

We meet regularly with the Royal Navy's Chain of Command, Government Ministers, Other Government Departments, and other key stakeholders.

We produce tailored resources to support our families.

We also support appropriate and relevant research.



3 Job Description

PURPOSES

Primary Purposes:

- a. To lead and manage the Naval Families Federation (NFF) in order to deliver the NFF's strategy and fulfil its mission of speaking up for Naval Service families.
- b. To represent the views and experiences of Naval Service families to central Government, Other Government Departments, the Devolved Administrations, the AFPRB and the Royal Navy's Chain of Command in order to inform policy and decision making.

Secondary Purposes:

- c. To manage the NFF charity in accordance with Charity Commission regulations.
- d. Be the accounting officer for the NFF, an MOD Arm's Length Body (ALB) in receipt of Grant-in-Aid funding.
- e. To lead and implement the NFF's strategy and future development plans.
- f. To direct the NFF's employees to deliver effectively the NFF's mission, and to provide appropriate information, advocacy and signposting to Naval Service families, including supporting individual policy related casework.
- g. To oversee the proper and effective use of the NFF's resources and premises.
- h. Manage the NFF finances.
- i. To direct and oversee the production of high quality and effective communications in support of the NFF's mission, to include Homeport Magazine, the NFF website and social media outlets.
- j. To identify and pursue appropriate avenues of research.
- k. To co-ordinate and work with the other RN charities.
- l. To co-ordinate and work with the other Families Federations.
- m. Identify opportunities for projects that will support delivery of the NFF's strategy.
- n. Act as adviser to the trustees.
- o. Develop an effective working relationship with the Chair of Trustees.
- p. Represent the three Families Federations at key meetings in rotation as required.
- q. Attract, retain, and manage an effective team of staff.



ACCOUNTABILITY

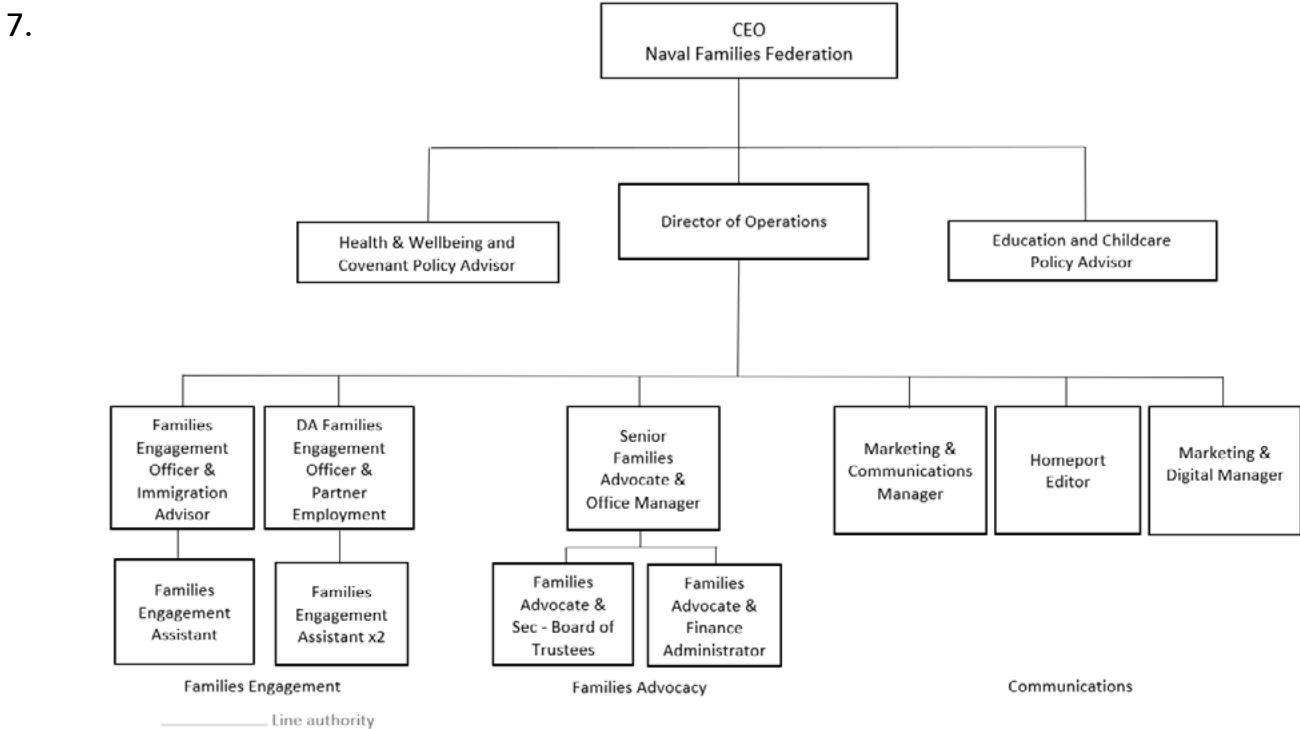
4. Trustees of the charity are accountable to the Royal Navy for delivery of the Grant-in-Agreement. This in turn is delegated to the CEO for the day-to-day running of the organisation.

AUTHORITY

5. CEO NFF has line authority over all staff within the Naval Families Federation.

6. CEO NFF is authorised to liaise with all Government Ministers, Ministerial Departments, Non-Ministerial Departments, Agencies and other Public Bodies, and the Royal Navy's Chain of Command as required to fulfil their primary and secondary purposes.

ORGANISATION



TASKS

8. Act as required to fulfil primary and secondary purposes.

DEVELOPMENT OF STAFF

9. The post holder is to ensure that the principles of good people management and development are embodied in the working practices of the NFF, paying particular attention to the provision of suitable training. This is to include induction, safeguarding, and role-specific training, agreeing, and setting individual targets, conducting staff appraisals, and obtaining feedback on the value of all training undertaken by staff. The post holder will also ensure that due regard is paid to the Armed Forces Covenant.



4 Person Specification

Competence	
Knowledge (including qualifications)	<ul style="list-style-type: none"> • Education to degree level or equivalent experience • Understanding of the issues and policies currently affecting RNRM families
Skills	<ul style="list-style-type: none"> • Strategic thinker • Ability to identify and prioritise current issues/trends affecting families • Ability to use and articulate evidence • Excellent time management and personal organisation • Excellent written and oral communication. Good numeracy and computer literacy (ECDL standard) • Ability to take the perspective of families and to act constructively as a critical friend to the Chain of Command
Experience	<ul style="list-style-type: none"> • Proven leadership ability, personnel development, mentoring and resource management • Managerial experience
Personal qualities	<ul style="list-style-type: none"> • Ability to advocate and influence effectively at the highest levels of the Government and Chain of Command • Ambitious in terms of providing /facilitating support for the serving Naval community • Ability to work collaboratively/in partnership with stakeholders • Sound judgement, tact and diplomacy • Customer orientation and empathy

RESOURCES

11. The post holder will have:

- Access to motor transport with suitable insurance for business travel, and a current, clean, driving licence.
- MOD security clearance arranged to allow access to Naval Bases and establishments.



5 NFF Resources

- **TRUSTEES' REPORT**

Please [click here](#) or visit bit.ly/2Xbb2dq to access our Trustees' Report and Financial Statements (2020-2021).

- **HOMEPORT MAGAZINE**

Homeport is our magazine published quarterly for Royal Naval and Royal Marines families throughout the world.

Homeport covers the work NFF has done to speak up for Naval Service families, official updates of policies that affect our audience, the latest activities within the Naval Service, advice and columns written for serving families and much more.

Its subscription is free of charge, delivered straight to your door and it can also be viewed online.

Please [click here](#) or visit nff.org.uk/homeport-magazine to read the past editions.

- **THE EFFECT OF NON-OPERATIONAL FAMILY SEPARATIONS ON FAMILY FUNCTIONING AND WELL-BEING AMONG ROYAL NAVY/ROYAL MARINES FAMILIES**

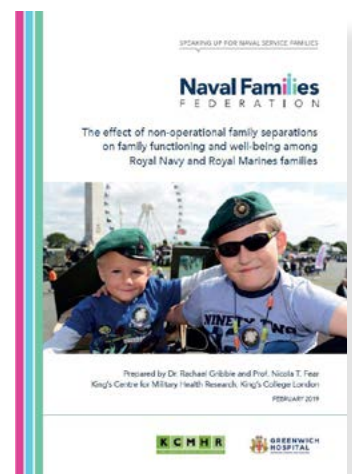
To help understand non-operational family separations and how they influence family functioning and well-being among RN/RM families, a research project was commissioned by the NFF, with funding from Greenwich Hospital.

This report presents the findings of this study and makes recommendations for future research and potential interventions to support military families experiencing this type of separation.

Please [click here](#) or visit bit.ly/3hhPC5c to access the report.

- **NFF QUARTERLY STAKEHOLDERS UPDATE (AUGUST 2021)**

Please [click here](#) or visit bit.ly/3hehxTK to view a summary of our work from April 2021 to August 2021.



6 Applications

To discuss the role informally please contact Anna Wright on 02392 654374.

TO APPLY

- Applications should be 2 A4 pages describing how you match up to the person we are looking for and an up-to-date CV.
- Closing date for applications is 1500 30th September 2021.
- Applications to anna.wright@nff.org.uk
- Interviews week commencing 4th October 2021.

I'm still very happy with my decision of calling the NFF on that very day when I was given your number to reach you for the necessary guidance on visa applications for partners of Commonwealth members of the Armed Forces.

Thank you! My husband's ship is almost always at sea but rarely 'on paper' deployed, so we often get overlooked. This means a lot to us just feeling like we aren't forgotten about.



Naval Families

F E D E R A T I O N

nff.org.uk

02392 654374

contactus@nff.org.uk

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Registered charity in England & Wales (1177107)