



## Job Specification

For: Operations Director

Ref: VR/01372

Job Description

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# Royal Engineers Vocational Education and Training Trust (REVETT)

## Operations Director

**Location: Chatham (with potential for hybrid working)**

**Hours: Full Time (37 hours per week)**

**Duration: Permanent**

### Background Information

The Trustees of REVETT seek to recruit a new Operations Director to lead the Trust through the next phase of its development and beyond.

REVETT was set up in 1997 as a registered charity (#1068709) with the aim of providing members of the Corps of Royal Engineers with access to a wide range of meaningful and worthwhile civilian qualifications to reflect the value of their military trade training. This would not only enhance their continuous personal development opportunities while serving but also provide key indicators to prospective future employers. REVETT is commonly known as Royal Engineers – Continuous Personal Development (RE-CPD).

The charity's aim is to promote the efficiency of the Army and in particular the Royal Engineers by advancing the education and competency of its Regular and Reserve personnel, primarily, but not exclusively, through involvement in nationally recognised vocational education and training schemes.

Reporting to the Trustees, the new Operations Director will be expected to have an excellent understanding of the military in general and the Royal Engineers career, trade, and promotion structures in particular.

### Key Responsibilities

- **Key responsibilities:**
  - Provide leadership and strategic oversight to the Board of Trustees.
  - Ensure effective governance and decision making are aligned to the charities aims and objectives.

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- Verify that applications meet the awarding body criteria using the authority delegated by the awarding body.
  - Expand the number and variety of professional recognition awards in the most financially astute manner; aiming to ensure all trades in the Corps are covered.
  - Encourage Continuing Personal Development across the serving members of the Corps.
  - Implement and maintain robust and resilient internal processes to ensure efficient use of resource, including enhancing the charity's digital capabilities.
- **Other responsibilities:**
    - Advise individuals and the chain of command on qualification and award-related issues.
    - Promoting awareness of REVETT/RE CPD to the Corps through internal and external marketing/promotion, linking in with wider Corps marketing activities.
    - Ensure records of all available awards and awards granted are kept up to date.
    - Ensure sound financial management of delegated funds and prepare the budget; drawing on the financial guidance from the RE Corps Treasurer.
    - Production and delivery of an operational plan in accordance with the charity's aims and objectives.
    - Maintenance of an appropriate risk register in accordance with the requirements of both the Board and the Charity Commission.
    - Completion of the Trustees Annual Report and signing the REVETT accounts post audit on behalf of the Trustees.
    - Appoint and lead staff as agreed by the Board of Trustees.

## Qualities and Experience:

The Trustees are looking to appoint an Operations Director who can demonstrate success in the following areas:

- Top three:
  - Strategic and forward thinker able to transition sound ideas to successful delivery
  - Emotional intelligence, able to work effectively with other Corps charities and to engage with all ranks in the Corps from Sapper to General.
  - Encouraging, and passionate about developing members of the Corps.
- Other qualities:
  - Confidence
  - Integrity
  - Collaborative leadership style
  - Drive and vision
  - Able to deliver complex outputs to tight deadlines.
  - A skilled and personable manager, able to interact effectively with a small close-knit team on a day-to-day basis
  - Able to skilfully assist a senior and experienced Board of Trustees through the year and through the cycle of Board meetings.
  - A problem solver, capable of presenting innovative solutions to complex issues.
  - Excellent communicator, with an ability to work collegiately and influence others.

Experience in or knowledge of the following areas is highly desirable:

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- Royal Engineer career and trade structure
- The Defence Systems Approach to Training (DSAT)
- The Charity Sector
- Knowledge of the Qualification, Awarding Bodies and Awards Sectors.

### Further particulars:

This post is offered as permanent employment by agreement of both parties and is subject to the provision of suitable references and security checks including original documentation that indicates the successful applicant's right to work in the UK. A 6-month probationary period will apply.

### Pay and benefits

A competitive salary is offered (£44k to £48k range) in line with skill, experience and market pay for similar roles. Payment is made by credit transfer to a bank or building society, monthly in arrears. The Staff Handbook is available on application. A Private Pension Plan is offered.

### Annual Leave

Annual leave will be 25 days plus public holidays.

### Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act and the charity's Data Protection Policy.

### How to Apply

Applications should be made by letter, with a CV and a personal statement explaining how the candidate meets the requirements for the position. The application should be sent by email to Mr Glen Lishman, email; [glen.lishman@re-cpd.org.uk](mailto:glen.lishman@re-cpd.org.uk)

Additionally, please provide your home, work, mobile and email contact details and let us know of any dates when you are not available or where you may have difficulty attending an interview. You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. If you do not wish us to approach your referees without your prior permission, please state this clearly. If successful at interview, additional security checks will be required prior to taking up the position.

The closing date for applications will be Friday 28 March 2025 at 12 noon and interviews will take place in mid/late April. All applications will be acknowledged but only applicants called for an interview will receive further notification.

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### Useful Web Links

[www.re-cpd.org.uk](http://www.re-cpd.org.uk)

[www.armyengineer.co.uk](http://www.armyengineer.co.uk)

Compiled by : **Fiona Louch**  
Compiled on : **03/18/25**

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