



Job Specification

For: Operations Officer (South)

Ref: VR/01392

Job Description

Job Title: Operations Officer (South)

Location: Based predominantly at Gibraltar Barracks Minley with responsibility for RE units South of the M4, including Southern Wales and within the M25.

Organisation: Royal Engineers Association

Job Type: Full-Time

About Us: The Sapper Charity (Royal Engineers Association) is dedicated to supporting the welfare and interests of serving and former members of the Corps of Royal Engineers. We work closely with various service charities to provide support to the Sapper Family.

Job Summary: The Operations Officer (South) is a newly established role focused on engaging with the serving members of the Sapper Family, enhancing support for serving personnel and their families. We want a confident individual capable of relaying the Sapper Charity key messages to personnel attending career courses at Gibraltar Barracks. In addition, the individual will identify opportunities across RE units (in the South) which will help the Sapper Charity achieve its charitable objectives. Essentially this position involves acting as a key liaison between Royal Engineer units and the Sapper Charity ensuring the Sapper Charity reaches as many members of the Sapper family as possible. This role is distinct from traditional REA activities and does not include involvement in REA branch meetings and events.

Key Responsibilities:

- Briefing serving Sappers whilst they attend career courses at Gibraltar Barracks.
- **Liaison and Coordination:** Serve as the primary point of contact between Royal Engineer Units and the Sapper Charity, facilitating communication, collaboration and the delivery of support.
- **Support Services:** Enhance the delivery of welfare and support services to Royal Engineer personnel and where applicable Sapper Family members, ensuring that serving personnel and their families receive the necessary assistance.

Job Specification provided by:

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- **Reporting and Documentation:** Using Microsoft apps to provide monthly records to senior management of the Sapper Charity; interactions, support services provided and outcomes achieved.
- **Relationship Building:** This role is to support the serving Sapper Family. Relationship building and maintenance of professional relationships with Unit Welfare Officers and Command Teams will be required.
- **Problem Solving:** Address and resolve any issues or challenges that arise while supporting Royal Engineer Units and liaising with the Sapper Charity.
- **Travel:** Travel will be required to RE units South of the M4 (including South Wales) as and when appropriate. However, once relationships have been established in person much of this role can be conducted remotely.
- **Qualifications:** Basic understanding of Microsoft Applications such as Word, Excel, Teams, Outlook and Power Point.
- **Experience:** Understanding of RE structures and the Regimental Chain of Command and welfare system.
- **Skills:** Strong and confident communication to an audience, organisational and interpersonal skills. Ability to work independently, as well as part of a team and speak truth to power.
- **Knowledge:** Understanding of the military environment and the challenges faced by service members and their families.
- **Education:** Strength of character is the most important qualification in this role.
- **Other:** Valid driver's license and willingness to travel.

Compiled by : **Fiona Louch**
Compiled on : **06/19/25**

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