



Job Specification

For: Operations Officer (North)

Ref: VR/01393

Job Description

Job Title: Operations Officer (North)

Location: North of the M4, United Kingdom

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 (North) is a newly established role focused on enhancing support for serving personnel and their families. We want an individual capable of identifying opportunities which will help the Sapper Charity achieve its charitable objectives. This position involves acting as a key liaison between Royal Engineer units and the Sapper Charity, ensuring effective communication and collaboration to maximize the support provided. This role is distinct from traditional REA activities and does not include involvement in REA branch meetings and events.

Key Responsibilities:

- **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.
- **Reporting and Documentation:** Using Microsoft apps, provide monthly records to senior management of the Sapper Charity; interactions, support services provided and outcomes achieved.

Job Specification provided by:

Sappers Network
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- **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 is essential.
- **Event Management:** With the assistance of the Sapper Charity Head Office Team deliver 1 annual event.
- **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 north of the M4 (excluding 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.
- **Experience:** Understanding of RE structures and the Regimental Chain of Command and welfare system.
- **Skills:** Strong communication, 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:** Being people-focused and capable of building professional working relationships are essential for this role in addition to being highly organised.
- **Other:** Valid driver's license and willingness to travel.

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

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