



# Forces Online CIO

Unit 5, Workshed Carriage Works  
London Street, Swindon  
Wiltshire, SN1 5DG.

Telephone: 0300 300 2288

Registered Charity: 1188955 (England & Wales) SC050678 (Scotland)



## Head of PR

### Working from home

### Locations UK Nationwide

Forces Online is a small nationwide cross-border charity set up to help our nation's military Veterans their families and dependents in times of hardship and need.

We offer you a fantastic opportunity to be a part of a very forward-thinking organisation that is setup to help armed forces veteran's and their families wherever we can. As the Head of PR you will be responsible for creating a PR policy and department and assisting to recruit a small team of volunteers to establish a forward thinking approach to promoting the work of Forces Online across the United Kingdom.

### About the Role

Our Head of PR can be based anywhere in the United Kingdom. Initially you will be provided with an ID and email address. Full Forces Online training and expenses will be provided. Ideally you will have connections through the armed forces community, either having served, a family member or supporter of the armed forces. People outside of the armed forces community with desirable skill sets will also be considered for the role of the Head or PR.

### What you are doing

- Attend regular meetings.
- Assist the Head of HR with PR policy making.
- Aid the CEO and divisional heads with all publicity material.
- Ensure that "Supporting armed forces veteran's and their families any way the organisation can" remains paramount in the provision of the charity.

### This roll will suit you if you:

- Are friendly, confident, and trustworthy.
- Enjoy speaking to people from the armed forces community.
- Want to make a difference to supporting veterans and their families.
- Live in a local community in the United Kingdom.
- Have online access.
- Can work well in a team.
- Have previous PR experience and are retired/semi-retired looking for a new PR

challenge.

### What you can expect from us:

- We will make you feel welcome, included, and respected.
- You'll have the backing of the Senior Development Team who will support you throughout your journey with us.
- Out of pocket expenses agreed before you start in line with our policy.
- We'll keep you up to date with relevant policies, procedures and training that apply to your role.
- You will make new friends.

### When you can volunteer

You can volunteer:

When	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mornings	√	√	√	√	√	√	√
Afternoon	√	√	√	√	√	√	√
Evenings	√	√	√	√	√	√	√

### Requirements

- References needed.
- Age restrictions apply.

### What we need from you:

To ensure the safety and security of working with vulnerable people:

- One reference and proof of identity.
- You will be home based and work through a virtual Forces Online Office on the VirtualHub.
- Mobile Phone for keeping in touch and safety.
- Agree to and sign our confidentiality Agreement.

### To apply or find out more:

We have a brief application form and once it is completed and sent a member of the team will be in touch to discuss and process your application [HERE](#)

You can find out more about the position of volunteer tin collector by emailing [administration@forcesonline.org.uk](mailto:administration@forcesonline.org.uk) and leave you phone number or call 0300 300 2288. Further information is available via our [VirtualHub](#) between 10am and 4pm Monday to Friday.

