

Terms of Reference for the Cross-University Armed Forces Steering Group

Constitution and Membership

The Cross-University Armed Forces Steering Group is steering group reporting to the Vice Chancellor and where appropriate, the Pro-Vice Chancellors responsible for Student Experience; Research and Enterprise; People and Places.

The Armed Forces Steering Group will consist of (a) the University Armed Forces Champion (Chair), (b) representative faculty staff (at least one for each Faculty and Professional Services), (c) staff members representing, Human Resources, Corporate Communications, Student Advice and Wellbeing, Student Recruitment, (d) student representatives from Liverpool University Officer Training Corps; Liverpool University Air Squadron; University Royal Naval Unit Liverpool, (e) student representatives (Veterans), (f) others staff members and/or students (reservists).

Some representatives may cover more than one role.

The steering group may invite or co-opt additional members as appropriate and necessary.

The steering group shall meet once every 6 weeks.

Members of the Committee may suggest items for the agenda. This will be managed by the AFC as Chair of the group, who will also be responsible for ensuring progress on actions arising from group.

All meetings will be supported by an agenda, and an Action Point Control Register will be maintained.

Minutes of the meeting will be open to all members of University.

The steering group will establish sub-groups to explore identified key areas associated with the University Strategic Plan 2023-2030. These sub-groups will report to the steering group. Action plans for each of the key areas will be developed and monitored.

Remit

It will be the role of this steering group to support the facilitation and delivery of the Universities Armed Forces Covenant

- Work with partners to develop strategic engagement in the Liverpool City Region for veterans (Place and Partnership Plan) ;
- Support for LJMU students who have served, or are going to serve (Student Experience Plan);
- Support for LJMU students who are families of serving armed forces members (Student Experience Plan);
- Development of marketing, recruitment and outreach for veterans (Student Experience Plan);
- Support for staff who are in the reserves or cadet organisations (People Plan);
- Develop an action plan to achieve 'Gold' in the Defence Employer Recognition Scheme (People Plan);
- Development of a cross university network for research into military veterans (Research and Knowledge Exchange Plan);
- Effective communication strategy to support and promote the University Armed Forces Covenant;
- To advise the University ELT on the strategic development of University Armed Forces Covenant;

Some areas of potential activity would be to:

- Support the completion of the Defence Employer Recognition Scheme;
- Mentoring and support strategies for LJMU students (veterans; reserves; families of armed forces members; military personnel);
- Identify, build and strengthen links and partnerships with organisations in the Liverpool City Region associated with supporting veterans;
- Build links and partnerships with tri-service military organisations;
- Promote cross-fertilisation of research and knowledge exchange on veterans (Internal and External);
- Produce guidance and support for staff about the University Armed Forces Covenant;
- Effective data collection on staff and students at LJMU who are in the reserves, cadets or veterans;
- Facilitate and support University representation at key, targeted recruitment events;
- Facilitate the development and sharing of good practice across all aspects of the University in support of the Armed Forces Covenant;
- Promotion and engagement in key activities in support of the Armed Forces Covenant (for example, Remembrance Day).

To consider matters pertaining to:

- Market insight/intelligence to support LJMU students;
- Exploring funding opportunities for veteran research;
- Exploring and developing research and knowledge exchange opportunities with the Ministry of Defence;
- Business development, communications and marketing of the Armed Forces Covenant;
- Supporting in the updating and maintenance of records of relationships;
- Development and support of bespoke recruitment activities for veterans and members of the armed forces;
- Support to student recruitment and admissions;