



Forces Pensions Consultant

Job Description

Introduction

1. The Forces Pension Society (FPS) is a not-for-profit membership society which seeks to secure equitable pension conditions for all ranks of all three Services, both serving and retired and their dependants. Such conditions should recognise the unique commitment of the Armed Forces to the country and be in line with modern good practice. The Society also advises and assists its members on a wide range of pension and related issues.

2. The full-time staff of the FPS comprises 18 people. In addition to their formal roles all staff operate as a team assisting in whatever task requires to be addressed. The Society also uses a number of consultants who provide their professional expertise when required.

Primary Purpose

3. To answer enquiries from Society members on all aspects associated with the Armed Forces Pension Schemes.

Accountability

4. The Pensions Consultants are line accountable to the Head of Pensions.

Principal Tasks

5. The Pensions Consultants are to:

- a. Provide technical guidance on Armed Forces Pension Schemes and related subject matter to members, predominantly on-line but also by telephone and face-to-face.
- b. Liaise as required with the Ministry of Defence and its delivery arms in order to understand policy formulation and assist members.
- c. Contribute to the Society's horizon scanning and trend analysis activities to shape ongoing campaigns.
- d. Help maintain the Society's library of leaflets and pamphlets as they are affected by changes in rates and legislation.

- e. Provide Financial Aspects of Resettlement (FAR) briefings, Roadshow briefings and provide moderator support to webinars as directed.
- f. Write technical articles on AFPS related topics for publication in magazines as directed.
- g. Contribute regularly to the Society's website and social media.
- h. Attend key Society events (AGM, Awayday) as directed.
- i. Maintain such records as directed; principally concerning members' enquiries and regular peer audits of work conducted.
- j. Perform additional tasks and secondary duties which from time to time may be directed.