



EQUALITY, DIVERSITY & INCLUSION OFFICER (EDI)

OFFICE OF FLEET ADMINISTRATION

Division Fleet Support
Direct Report Director of Fleet Admin | Admiralty Board
Provisional Period 6 Months
Closing October 13th

The EDI officer's role is to ensure all aspects and divisions of Quadrant 2 retain a strong ethic towards the IDIC values and work with both members and leaders of the fleet to promote strong ethical practice in ensuring we comply with and ensure strong representation for all aspects of diversity and inclusion within the fleet as a whole to ensure not one single members faces any discrimination nor disadvantage for their age, gender, orientation, disability or any protected characteristic.

A key role, the EDI officer would be responsible for researching and applying initiatives and best practice; providing guidance or support on equality and inclusion and have a strong understanding of both our policies and relevant legislation.

Acting as the point of contact for any members who have questions or concerns, the EDI officer is a respected role within the fleet and would be required to discuss and assist in any related matters to the post with fleet and unit leadership when required. The EDI Officer is also trusted to act as a representative of the fleet and it's interested within the role.

Reporting to the Director of Fleet Administration and the Admiralty Board, the EDI officer has optional access as manager to social media accounts as well as an assigned fleet email to allow direct contact to any members.

Applications welcome from officers serving one year or more, preferably with a background within the field.

Requirements

- ▲ Active Officer: One Year Minimum
- ▲ Data Management Agreement
- ▲ Social Media Policy Agreement

Access Privileges

- ▲ Fleet Email Account
- ▲ Manager Access for Social Media
- ▲ Senior Officer Access SFCQ2
- ▲ Fleet Officer Access SFCQ2

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INTERNAL RELATIONS OFFICER

OFFICE OF FLEET ADMINISTRATION



Division Fleet Support
Direct Report Director of Fleet Admin | Admiralty Board
Provisional Period 6 Months
Closing October 13th

One of the most essential modern fleet support roles, the Internal Relations Officer is a challenging role with two core responsibilities.

A perfect world may be free of conflict, but sometimes things do happen. Internally the appointed officer would be the primary contact for any disputes between or complaints against SFCQ2 members. Reporting to the Admiralty Board, the IR Officer would attempt to resolve any issues or report high level member complaints with aim to find a working resolution.

While your role as Internal Relations Officer would primarily involve handling any disputes or mutual resolutions between and on behalf of members, the IR role would also handle any complaints or reports from outwith the club.

This includes holding a report of any injuries or damage received as part of any public events as well as keeping the board up to date for any external concerns of material loss. The appointed Internal Affairs officer would be trusted to act independently of the Admiralty Board and keep them up to date with any overlapping issues and file formal reports from any issues arising at events.

Reporting to the Director of Fleet Administration, Director of Fleet Operations and the Admiralty Board as a whole, the position is one that comes with high responsibility, trust and the ability to handle issues with dignity and care.

Applications welcome from officers serving one year or more, preferably with a background in conflict resolution.

Requirements

- ▲ Active Officer: One Year Minimum
- ▲ Data Management Agreement
- ▲ Social Media Policy Agreement

Access Privileges

- ▲ Fleet Email Account
- ▲ Senior Officer Access SFCQ2
- ▲ Fleet Officer Access SFCQ2

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FLEET DEVELOPMENT OFFICER

OFFICE OF FLEET ADMINISTRATION

Division Fleet Support
Direct Report Director of Fleet Admin | Admiralty Board
Provisional Period 6 Months
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Focused on bringing in Q2's Next Generation following our 50th anniversary, the Fleet Development Officer is a role with a five year mission to develop and encourage change while looking for new ventures and frontiers to explore.

Working directly with the Director of Fleet Administration and Captains Table, the Development Officer's primary role is to promote and support the evolution of Q2's Next Generation. Identifying and profiling key regions, the development officer would work to ensure areas with a need or desire to expand into new units and groups within Q2 would receive all the help and support that can get whilst promoting the benefits of localised regional units across the UK and wider Europe.

Identifying and supporting prospective CO's, the Development Officer would also look at generating interest and exploring new opportunities for Q2's next generation of leaders.

As part of the role, the Development officer would gain social media management access and liaise directly with the DoFA in developing new units.

The Fleet Development Officer role is designed to operate between 2025-2030 in helping to shape and develop Q2's presence in an ever changing landscape.

Requirements

- ▲ Active Officer: One Year Minimum
- ▲ Data Management Agreement
- ▲ Social Media Policy Agreement

Access Privileges

- ▲ Fleet Email Account
- ▲ Manager Access for Social Media
- ▲ Senior Officer Access SFCQ2
- ▲ Fleet Officer Access SFCQ2

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ACADEMY COMMANDANT

OFFICE OF FLEET ADMINISTRATION

Division Fleet Support
Direct Report Director of Fleet Admin | Admiralty Board
Provisional Period 6 Months
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Acting as the first port of call and an introduction to SFCQ2, the Academy Commandant looks after the interests and inductions of incoming members acting as their point of contact for the first term of their membership within Q2.

Catering to members needs, the Academy has the autonomy to adjust from the more casual approach to handling the formal entrance exams depending on cadets preferences ahead of full 'handover' to their unit. As part of this process the Commandant is responsible for any Starfleet Exams for new or veteran members as well as Graduation process including certification and feedback.

In addition the Academy Commandant would be responsible for implementing any new submitted programs as well as developing and maintaining new programs for interested members.

Being the first port of call the Academy Commandant would have access to social media inboxes as well as the Academy email accounts. Due to handling limited personal information the Commandant would be required to complete the relevant paperwork and comply with our strict data handling policy.

The Commandant would report to the Admiralty Board and work alongside the Director of Fleet Information (Membership Services) to co-manage incoming members (cadets) with direct communication with new members.

To help serve the membership, the Commandant would have manager access to our social media channels as well as the Academy email and system within the SFCQ2 Admin hub. To ensure certification is also issued formally, PDF Editing or Photoshop skills is favoured through support can be given.

Requirements

- ▲ Active Officer: One Year Minimum
- ▲ Data Management Agreement
- ▲ Social Media Policy Agreement

Access Privileges

- ▲ Fleet Email Account
- ▲ Academy Admin Access
- ▲ Senior Officer Access SFCQ2
- ▲ Fleet Officer Access SFCQ2

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FLEET COMMUNICATIONS OFFICER

OFFICE OF FLEET ADMINISTRATION



Division Fleet Support
Direct Report Director of Fleet Admin | Admiralty Board
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Acting as the voice of the fleet, the communications officer is in charge of managing and coordinating all fleet wide communication for members of Quadrant 2. A vibrant and creative role, the Communications officer has the opportunity to create their own style and presentation for internal fleet communications.

Responsible for disseminating information within the organisation, the DoFC is responsible for ensuring that members are aware and informed of fleet matters and supported projects as well as managing and editing official communication tools, Comms Quarterly and sharing administrative duties.

As part of the role, the Communications officer has the autonomy to style the department as they prefer whilst offering regular important fleet updates, notifications and announcements from Fleet Administration, Unit Operations or sharing press releases or information directly from the Star Trek Universe of their media partners.

Reporting to the Director of Administration, the Communications officer is responsible for the maintenance of Comms Relay and would have access to the SFCQ2.com Admin Hub, share management access on social media partners. Due to limited data access, the Communications division would require full compliance with our data protection and management policy.

Requirements

- ▲ Active Officer Status: One Year Minimum
- ▲ Data Management Agreement
- ▲ Social Media Policy Agreement

Access Privileges

- ▲ Fleet Email Account
- ▲ Relay/Mailing List Access
- ▲ Manager Access for Social Media
- ▲ Senior Officer Access SFCQ2
- ▲ Fleet Officer Access SFCQ2

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