

***The Royal Air Force professional personnel support specialisation***

**KEY POINTS**

- A diverse specialisation offering a wide range of roles at all levels of the RAF and Defence.
- Operates up close to flying operations on RAF bases and at other military locations in the UK and overseas.
- Offers excellent opportunities to develop through professional Leadership and Management training and progression to higher level roles with responsibility for teams and resources.

**TRADE OVERVIEW**

Everyone in the RAF has an essential role to play in the timely and effective delivery of Air Power in defence of the UK and its interests on military operations worldwide and in support of the civilian population, in areas such as disaster relief and humanitarian assistance. Your duties as a Personnel Support specialist in the RAF will be diverse, exciting and highly rewarding. Wherever the RAF is operational, there is a Personnel team ready to provide a professional service to personnel of all specialisations. You can expect to move assignments every few years and to work up close to flying operations on RAF bases and at other military locations in the UK and overseas, including alongside your counterparts in the other UK Armed Forces. You will have opportunities to volunteer for assignments in places such as the USA, Cyprus and with NATO forces in Europe. Throughout your RAF career you will deploy for periods from a few days and up to six months to use your skills in an operational environment, in a Joint Headquarters, or as part of an Expeditionary Air Wing committed to operations in locations such as the Middle East and the Falkland Islands. You will find yourself delivering HR and personal support services on RAF Stations and squadrons operating the latest aircraft such as Voyager, Chinook, Typhoon and F35 Lightning II or, as a member of the Personnel and HR display support team with the Red Arrows. Furthermore, as you gain knowledge and experience, you will be ready to apply your specialist and broader military leadership and management skills to compete with your peers for promotion to higher ranks and employment opportunities which will bring greater responsibility and control of your own team. You will be encouraged and supported continually to challenge yourself in a variety of roles such as RAF Instructor, where you will provide professional training to the next generation of Personnel specialists or as an RAF Career Manager where you will be responsible for advising on and managing the career progression of RAF personnel across the RAF. You will also have the opportunity to work within the most senior environments of the RAF, Defence, NATO and in the Ministry of Defence (London) and in major RAF and Joint Headquarters in the UK and Europe.

**TRANSFERABLE SKILLS**

RAF Personnel (Support) specialists may, over the course of their career, attain skills that are transferable to the civilian sector in specialisations such as Human Resources, Finance and Accounts Management and Training and Recruitment. The qualifications you can earn and experience you gain are as valuable in the civilian world as they are in the RAF. As you move up through the ranks you will gain a great deal of management and leadership experience which you will have the opportunity to develop into related civilian qualifications. We will give you the confidence to succeed in whatever you choose to do.

**REWARDS FROM RAF LIFE**

- Competitive pay and pension
- Training and lifelong learning
- Six weeks paid leave and public holidays
- Free medical and dental care
- Subsidised food and accommodation
- Free gym and sports facilities
- Adventurous training opportunities

**REGULAR ENTRY REQUIREMENTS**

**Personnel (Support)**

**RECRUIT TRAINING**

Your career will start with a 10-week Basic Recruit Training Course at RAF Halton in Buckinghamshire. The course is designed to help you adjust to a military environment. As well as fitness and military training, you will also learn about the RAF lifestyle.

**Age: 16–47**

\*Must attest before 48th birthday. (If you are under 18 years of age, you will need consent from a parent or guardian before you apply. You may, however, commence your application from 15 years and 9 months).

### **SPECIALIST TRAINING**

The next step is an 8-week specialist training course at the Personnel Administration Training Wing, MOD Worthy Down in Hampshire, which is delivered through a blended mix of residential and non-residential elements. During the course, you will learn about Personnel and HR administration in the RAF and UK Armed Forces. You will be enrolled on a Level 3 Apprenticeship in Business Administration.

### **ADDITIONAL QUALIFICATION OPPORTUNITIES**

You can expand your studies to achieve a Foundation Degree in Human Resource Practice with Staffordshire University, gaining a Level 4 on completion, with further opportunity to increase to Level 5.

### **ONGOING TRAINING/DEVELOPMENT OPPORTUNITIES**

As your career progresses, there will be opportunities to undertake further specialist training, including management and leadership courses, the majority of which will lead to various forms of accreditation with external professional bodies. There are also opportunities to study at higher education and gain a degree and accreditation with the Chartered Institute of Personnel and Development.

### **YOUR FIRST TOUR**

For your first tour you can expect to be assigned within the new Human Resources Operating Model (HROM) which operates from RAF Brize Norton, Cosford, Cranwell, Leeming, Lossiemouth, Marham, Northolt and Waddington. Assignment to the HROM will facilitate completion of your HR Apprenticeship and will develop your specialist skills through a range of HR digital solutions. These skills will be invaluable in subsequent tours across the RAF and Joint Service environments, and in support of global RAF operations, training exercises and wider UK and overseas assignments.

### **YOUR FUTURE CAREER PROSPECTS AND PROGRESSION:**

After completing one year's total service, providing that you pass the Trade Ability Tests, you will be eligible for promotion to Senior Aircraftman/woman. Further promotion to the rank of Corporal and beyond is by competitive selection and is based on a formal assessment of your performance and potential. As you advance through the ranks, you will have an increased opportunity to lead, mentor and direct people and to manage RAF resources to optimise RAF delivery. In doing so, you will maintain and instil the highest standards expected within the RAF.

### **Qualifications:**

You need GCSEs at a minimum of Grade C (Grade 4 to 5) in English Language and Mathematics; or SCE Standard Grades at Grade 2 / Scottish National 5 (Grade A – C) in English and Mathematics. Waivers may be considered for professional qualifications and/or experience.

### **Pay:** Visit

<https://www.raf.mod.uk/recruitment/roles/roles-finder/personnel-support/personnel-support>

**Selection:** You will be assessed on physical fitness and medical eligibility. Additionally, you will also be required to complete the Airmen's Selection Test at your local AFCO to a standard appropriate to your choice of trade.

**Residency:** Whether or not you were born in the United Kingdom, you should have resided there for the 5 years immediately preceding your application but candidates with a minimum of 3 years will be considered.

**Nationality:** You must be a citizen of the United Kingdom or the Republic of Ireland, holder of dual UK /other nationality or have been a Commonwealth Citizen since birth.

**A Modern Force:** The RAF recognises the value of a person's ability no matter their ethnicity, social background, religion or belief, gender identity, sexual orientation or marital status/civil partnership.

### **Register your interest in this role:**

#### **Online:**

<https://www.raf.mod.uk/recruitment/roles/roles-finder/personnel-support/personnel-support>

or

**Telephone:** 0345 605 5555

This information was last updated on 03 Aug 21, but may have changed since. If you have any queries, please check with RAF Staff at any Armed Forces Careers Office.

Search online for other trades both Regular and Reserve  
<https://www.raf.mod.uk/recruitment>



**NO  
ORDINARY  
JOB**