



# Community Services Manager

## WHO WE ARE

CFMWS. A job with purpose. Our 4000+ person strong organization champions a healthy, fun, creative and active lifestyle for Canadian Armed Forces members, Veterans and their families. Help us deliver a variety of recreation and fitness programs, offer family support, organize charity events and make sure our members access retail, travel and banking discounts and customized financial services. At Canadian Forces Morale and Welfare Services (CFMWS), we love what we do. And we live it too.

**SALARY:** 73120.00 - 86070.00 CAD Per Year

**LOCATION:** Ruislip, Greater London – United Kingdom

**POSITION TYPE:** Temporary Full Time – 3 Year Contract  
June 2025- June 2028

**DEADLINE TO APPLY:** November 25<sup>th</sup>, 2024 11:59 Hours Central Berlin Time

## THE ROLE

Under the direction of the Senior Manager, Military Family Services (MFS) Europe, the MFS Community Services Manager evaluates, implements, coordinates and promotes community programs for targeted groups, such as adults, youth and children, separately or combined, as specified by the employee work planner. They develop and maintains ties with community groups, support agencies, schools or other organizations to enhance programs and services and prevent duplication of programs and/or services. They manage employees, liaises with co-workers and other MFS locations to develop and share best practices, and participates in professional development workshops and staff meetings, as required. They liaise with the local Commanding Officer (CO) to ensure chain of command goals and objectives are met, and with the MFS Europe Advisory Committee representative to assist with collection of community needs information.

## **QUALIFICATIONS NEEDED**

### **Education, Certifications and Licenses**

College diploma/certificate in Human Sciences, Communication, Marketing, Education or a related field AND experience in youth studies, community development or a related field

Current CPR and Standard First Aid certification, an asset

### **Experience**

In community development principles

In community services program theories and practices

In coordination and evaluation of community programs

In basic budget and resource management

In advertising and communication strategies

In personnel management

In facilitation, teaching and/or group training

In applying policies, procedures and regulations

In using software for word-processing, spreadsheets, presentations, database, e-mail and Internet browsing

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

## **LANGUAGE REQUIREMENTS**

Bilingual Essential

Reading: Advanced

Writing: Functional

Oral: Advanced

## **BENEFITS AVAILABLE**

**Health Benefits:** Drug coverage, healthcare spending account, virtual care (telemedicine), Employee and Family Assistance Program, mental health support, travel insurance, dental, vision, life insurance, disability insurance and accidental death and dismemberment coverage.

**Work Life Balance:** A wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

**Retirement Planning:** A Defined Benefit Pension Plan as a full time sponsored employee

**Learning and Development:** Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

**Perks:** Discounts through CF One Member Appreciation.

## **TAX FREE FOREIGN SERVICE BENEFITS**

Foreign Service Premium: \$ 1,524.78 Canadian monthly

Post Specific Allowance based on location in Europe: \$329.00 Canadian monthly

Post Living Allowance: Based on monthly Canada Price Index - currently approximately \$900.00 Canadian monthly

Shelter/Utilities Allowance: Based on Rent Ceiling calculation (salary, family size and rent cost)

## **OTHER INFORMATION**

This is an on-site position with an assigned work location with some traveling. It is a Fixed Term Employment Contract from June 2025 – June 2028 for an initial term of 3 years, with a possibility of renewal.

Available as a secondment opportunity for all NPF employees. By applying to this opportunity, you agree to participate in our screening process to ensure situational awareness.

The successful candidate must meet all requirements of a Security Reliability check and must be a Canadian citizen.

The successful candidate must agree to complete the screening process for all sponsored SNPF and their families posted in Europe using the current CAF screening process and personnel. This screening process involves a medical and social worker evaluation.

The successful candidate, sponsored by the Commanding Officer, selected to staff a position in OUTCAN (Europe) may be eligible for relocation benefits specifically outlined in HR POL 32, OUTCAN Relocation.

**Deadline to Apply: November 25<sup>th</sup>, 2024 11:59 Hours Central Berlin Time**

## **START DATE**

June 2025

## **INCLUSION AND ACCOMMODATION**

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. Workplace accommodation measures are available to all candidates identifying a need during the selection process.

**To apply, scan the QR code which will take you to the application page.**



**Or click on the following URL: [Apply](#)**

**To view all opportunities:**



[CFMWS | MFS | OUTCAN Europe | CFMWS](#)

Do not see an opportunity that currently interests you? Visit [www.cfmws.ca/careers](http://www.cfmws.ca/careers) and apply to our General Application.