

## **RHQ The RLC Employment Vacancy**

### **The Royal Logistic Corps Institution (RLCi) Deputy Director**

**Role: Deputy Director, The Royal Logistic Corps Institution (RLCi)**

#### **Full-Time Appointment**

##### **1. Introduction**

The Royal Logistic Corps Institution (RLCi) is the professional body for the Royal Logistic Corps (RLC), dedicated to advancing knowledge, capability, and professional excellence across Defence logistics. Working closely with military logisticians, industry partners and academia, the Institution plays a vital role in thought leadership, professional development and sustaining the professional identity of the Corps.

To meet the ambitions of the RLC Strategy 2030 and increase organisational capacity, the RLCi seeks to appoint an experienced and highly motivated Deputy Director.

##### **2. Role Summary**

The Deputy Director is a full-time, senior leadership position responsible for supporting delivery of the RLC Strategy 2030, strengthening external engagement, and leading key institutional outputs and activities. The post holder will directly support the Director RLCi and deputise when required.

This role is ideally suited to an experienced military logistician with advanced education, proven professional credibility, and a strong understanding of both Defence and commercial logistics.

##### **3. Principal Responsibilities**

###### **Strategic Development**

- Support the Director in implementing and monitoring the RLC Strategy 2030.
- Contribute to forward planning, professional development initiatives and the evolution of the RLCi portfolio.

###### **Stakeholder Engagement**

- Build and maintain effective relationships with professional bodies, academic institutions, industry, and Defence partners.
- Develop and grow corporate membership
- Represent RLCi at internal and external meetings, conferences and events where required.

### **Professional Output & Publications**

- Lead and coordinate submissions for the annual RLC Review.
- Manage and develop RLCi contributions to the Sustainer magazine and other professional publications.
- Support the writing, commissioning and editing of articles, reports and papers.

### **Events, Awards & Programme Delivery**

- Support the planning and conduct of RLC Foundation events, awards programmes and professional development activities.
- Manage advertisement, administration, attendee coordination and event follow-up.

### **Governance & Internal Support**

- Attend RLCi meetings (virtual or in person) and contribute to governance processes, reporting and decision-making.
- Assist in the management of financial planning, budgets and administrative functions.

### **Communications & Digital Presence**

- Coordinate content for social media platforms and external communications alongside the Director and Business Support Manager.
- Produce promotional content for events, opportunities and key announcements.

### **Deputising Function**

- Act as Deputy to the Director RLCi during absence or when delegated, ensuring continuity of leadership and professional representation.

## **4. Competency-Based Person Specification Qualifications & Professional Background**

#### **Essential:**

- Experienced logistics professional (minimum 10 years)
- Military logistics experience (Regular or Reserve)
- Understanding of commercial logistics and contemporary professional practice

#### **Desirable:**

- Degree or equivalent in related professional qualifications
- Experience working with industry or academia
- Business development experience in a commercial setting

## **Leadership & Strategic Capability**

Essential:

- Ability to support and implement organisational strategy
- Demonstrated leadership
- Sound judgement and independence

## **Professional Skills**

Essential:

- Excellent communication skills
- Ability to build stakeholder relationships
- Financial management experience
- Proficiency in MS Office

## **Personal Attributes**

Essential:

- Professional integrity
- Strong organisational skills
- Initiative
- Teamwork

## **5. Employment Details**

Employer: The RLC Charity (on behalf of The RLC Institution)

Line Manager: Director RLCi

Location: Hybrid, but working occasionally from RHQ The RLC, Worthy Down Camp and St Omer Barracks, Aldershot.

Terms & Conditions: Competitive salary and generous package, including pension scheme and 30 days annual leave plus bank holidays. Full details available on request.

## **6. Application Process**

Potential applicants for this post requiring further information should contact the Director RLCi, Lt Col (Retd) Alan Woods at [alan.woods@rlci.uk](mailto:alan.woods@rlci.uk) or alternatively, via phone on 07770 443808.

Applicant CVs and a short (1 page) covering letter for this role should be forwarded to the above by COP 23 July 2026. It is the Employer's intention to conduct applicants sift and interviews during August 2026.