



EMPLOYING A MARITIME RESERVIST IS GOOD FOR YOUR BUSINESS

READY NOW, ANYTIME, ANYWHERE



Ready Now, Anytime, Anywhere.



The Maritime Reserves, comprising the Royal Naval Reserve (RNR) and Royal Marines Reserve (RMR), are an integral and integrated part of the Royal Navy. As the United Kingdom navigates the ebbs and flows of a dynamic and interconnected world, the role of the Royal Navy and Royal Marines has never been more important. It is in this context, of a pioneering and outward-facing Navy, that the value of a Reservist who can bridge the gap between Defence and the society we serve cannot be underestimated.

The success of the Maritime Reserves is a team effort. It relies on a strong relationship and honest dialogue between the Reservist, their family, their employer and the Royal Navy. We appreciate that our people are your people. You facilitate their contribution to Defence. For that, I am incredibly grateful, thank you.

Reserve Service goes beyond traditional skills and professions. Through unique opportunities and challenges that enhance their confidence, leadership and ability to work as part of a high-performing team, Reservists are shaped into resilient, robust, can-do people. Through access to training and a career path with promotion opportunities, we encourage them to aspire to develop and enhance their capabilities, both professionally and personally. We are confident that you will see the benefits in your workplace.

Being a Maritime Reservist is more than just a part-time job or a hobby. Reservists tap into centuries

of Naval tradition and culture. They adopt the Royal Navy's Core Values of Courage, Commitment, Discipline, Respect for Others, Integrity and Loyalty and the Royal Marines Values of Excellence, Integrity, Self-Discipline and Humility, and their Commando qualities of Courage, Determination, Unselfishness and Cheerfulness in Adversity. These values and standards are the bedrock of our business, and they're transferable to yours.

This guide will demonstrate the benefits of employing a Maritime Reservist to you and your business. Thank you again for your continued support, enabling a direct contribution from you to the success of the Royal Navy and UK Defence at home and around the globe.

Commodore Jo Adey ADC
Commander Maritime Reserves

The Royal Navy and Royal Marines in Partnership with Business



The Royal Navy and Royal Marines has always relied on Reservists to augment the Regular Service when the Nation needs them most. Recent events have shown just how valuable a resource Reservists are, and how proud we should be of their achievements. Maritime Reservists stand ready to support the Royal Navy and UK Defence at home and around the globe, to protect our Nation against a wide range of threats, provide emergency support to His Majesty's Government here when needed, and humanitarian support overseas.

Maritime Reservists continually grow and learn, developing key skills and qualities which are valuable to both the Royal Navy and to businesses. Serving as a member of the Maritime Reserves benefits us all, and we hope this guide will give you a better understanding of what Reservists do, how we can work in partnership, and how employing Reservists can benefit your business. Through working together, we can continue to deliver cutting edge Maritime Reserves.

Keeping the UK a safe place to do business

The United Kingdom is a maritime Nation, with more than 90% of our trade and natural resources arriving by sea. The Royal Navy is at the heart of our Nation's prosperity. The modern Royal Navy relies on an engaged, trained and supported Maritime Reserves to deliver warfighting operations abroad and augment the Civil Authority here in the United Kingdom in times of national and local emergency. Your support to the Maritime Reserves is vital to ensuring that we can continue to deliver in support of the Royal Navy when they need us and wherever that may be.

Some Key Facts

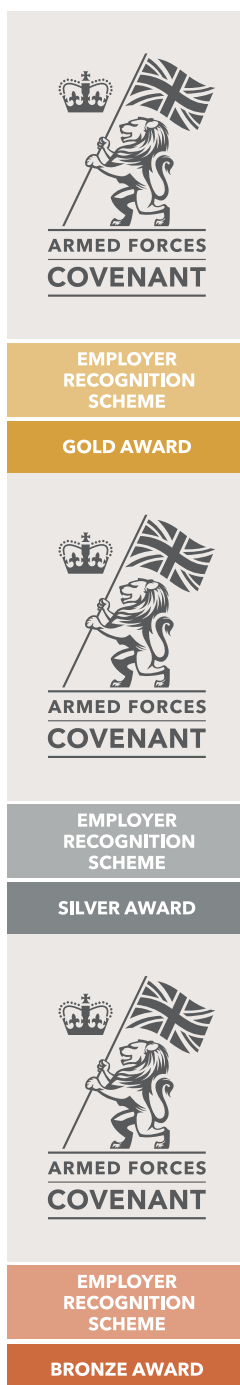
"There are currently 1,587 employed Maritime Reservists working for 1005 different employers."

"The top three employment sectors are:

1. Transportation and Storage
2. Public Administration and Defence
3. Health and Social Work Activities"

"The majority of MR reservists work in the private sector and in large companies of over 500 employees."

Armed Forces Covenant



We invite employers to show their support for the Maritime Reserve by signing the Armed Forces Covenant. This scheme offers employers a number of benefits through contact with the MoD and wider Armed Forces community and formal public recognition as an organisation supportive of the Armed Forces.

Defence Relationship Management (DRM) partners with organisations throughout the UK, helping them understand the value of signing the Armed Forces Covenant and building mutually beneficial partnerships with Defence. DRM continues Defence's work with Reservists, employers, and those organisations who want to partner with Defence.

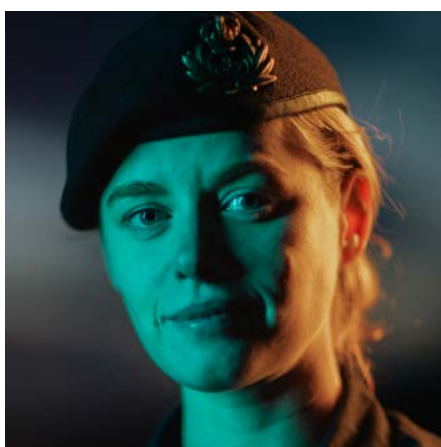
Defence employer recognition scheme

The Employer Recognition Scheme is designed to formally acknowledge support for Reserves, Regular Forces, Veterans, and their respective Families, by private sector employers and public sector organisations. It encourages employers to support the unique needs of service personnel and inspire others to do the same. Starting with a public pledge to support the Armed Forces Covenant, the scheme encompasses GOLD, SILVER and BRONZE awards for employers that pledge, demonstrate or advocate support to the Armed Forces community.

Awards are given annually on three tiers: GOLD, SILVER and BRONZE, of which GOLD and SILVER are valid for five years and afford employers bespoke key engagement opportunities that would not normally be available.

"32% of Reservists work for a GOLD employer, 11% work for a SILVER employer and 9% work for a BRONZE employer."

Meet A Reservist...



**Lieutenant Imogen Napper -
Media Operations Specialist and Marine Scientist**

I joined the Royal Naval Reserves in 2015 to continue my scientific research and follow in the footsteps of my family in tandem. My main role as a Media Operations Specialist to help communicate and amplify the Royal Navy's message across different platforms. The day to day can be very varied; taking photographs or video content, seeking stories and writing press releases, preparing military personnel for media interviews, guiding journalists within a military environment, a press conference or helping organise public relation events. The different content aimed at a wide audience to keep them informed of the work the Royal Navy is doing.



In my civilian job I am a marine scientist and specialise in investigating the sources and fate of plastic pollution and most importantly the solutions we can take to stop it. My day to day can be at sea for fieldwork, analysing samples in the lab, decoding results, reading past scientific papers to formulate ideas, producing reports or communicating our scientific findings to the public. We have investigated microplastics and found the highest microplastics ever recorded near the summit of Mt. Everest.

I'm currently working on a project looking at how we can give waste plastic found on beaches a value again by making it into other products. With our research, we aim to give evidence to consumers, industry and government so that more environmental decisions can be made. Although there are a number of similarities and skills I can bring over from my civilian role, there are many unique opportunities being a Reservist has provided. Within this role I have been able to collaborate with international militaries and organisations such as NATO, broaden my experience and understanding of global defence and security efforts and have travelled to the United States of America and countries in the Mediterranean and Baltic Sea.

Meet A Reservist...



**Captain Tom Davis -
Royal Marines Reservist and Product Developer**

I joined the Royal Marines Reserve in 2008 while studying Engineering at University. Initially undergoing commando training before specialising as a Landing Craft Coxswain. Soon after promotion to Corporal I commissioned as a second lieutenant to undergo young officer training. In my capacity of a Troop Commander I've exercised and deployed on Operations globally, most recently as the Battle Captain during Operation PITTING, the evacuation of Afghanistan in 2021. I also provide subject matter expertise to the delivery of technology programs in support of current operations, a hybrid role exploiting my civilian capability.



As a civilian I work in the product development space within the automotive industry. As the Programme Manager for Continental GT at Bentley Motors, I was responsible for taking the current generation car from an opportunity to the world's most successful and acclaimed Grand Tourer that it is today. More recently I've been the Chief of Staff within the Product Strategy & Delivery function of the business. As well as a principle advisor, I'm responsible for establishing, sustaining, improving and connecting our function to our partner brands; Porsche and Audi within the Volkswagen Enterprise.

I'm currently working on a portfolio of programmes designed to increase the capability of the entire business from a planning, scheduling, monitoring and control perspective in order to enable the successful delivery of our ambitious growth strategy as we transition from high power combustion powertrains to completely battery electric vehicles by 2030. My experiential understanding of the development lifecycle, combined with the principles of military strategy, planning and execution have enabled me to excel amongst my peers.

What does a Maritime Reservist look like today?

Every Reservist has a war-time role as part of the fully integrated 'Whole Force'. In peace-time, Reservists will routinely play a critical role in the UK's national resilience. By taking a more modern approach to training the Royal Navy and Royal Marines will ensure that it makes better use of Reservists' time to enable them to conduct their tasks. The modern Maritime Reserves will place your people at the heart of the effort to protect your communities and your Nation.

Contribution to civil society

Maritime Reservists have repeatedly contributed in times of national crisis, much of these contributions are within recent memory.

The Royal Navy remains grateful for the important contribution that our Reservists make to serve their own local communities and recognises and sacrifices that Reservists and Employers continue to make contributing to the security and safety of our Nation.

Your people are our people

Maritime Reservists feel valued, supported, and are rewarded with opportunities for personal and professional development. The skills your employee develops in their civilian workplace bring additional capability that we rely on. We train leaders at every level and develop transferable specialist and leadership skills that you can exploit in your organisation. Reservist training does not only cover military instruction; we train across a wide range of skills and disciplines.





Training and confidence that lasts a lifetime

We train leaders and team players at every level in the Maritime Reserves, developing life skills that can improve their performance in the Royal Navy and in their civilian career.

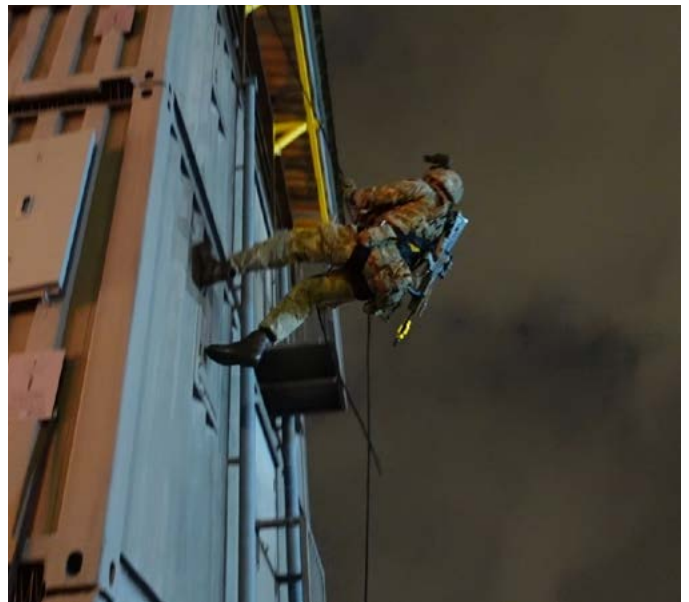
Your Reservist develops planning, decision making, flexibility and communication and leadership skills which result in the ability to work effectively within diverse teams, operate under pressure and provide a high level of responsibility, independence, and self-discipline. As some of our training is nationally recognised, it is possible to integrate these into your staff development programmes.

Transferrable Skills Back to Business

Training Maritime Reservists doesn't just benefit us, it also allows them to bring new skills and experience back into the workplace. Apart from traditional military training, Reservists receive training in specialist skills, such as planning, leadership as well as continual development and mentoring, such as Human Resource management, Equality and Diversity training to name a few.

Examples of specialist skills that they will learn on our time include the use of IT packages, languages, first aid, health and safety awareness, cyber security and so much more.

Some of these will be transferrable, nationally recognised, and accredited skills which can be exploited in your organisation at zero cost to you.



Fit, Focused and Resourceful

You will notice an immediate difference when you have Reservists on your payroll.

They will be physically fit, focused, and resourceful. Many are given opportunities to undertake adventurous training and sporting activities on behalf of, and paid for by, the Royal Navy, which promotes self-confidence, leadership skills and builds essential team ethos. Many operate in diverse locations and encounter situations that require sound judgement, respect for others, good communication skills, loyalty, integrity, working under pressure and courage.

The Royal Navy invests in physical, mental and emotional fitness, offering training and instilling confidence that lasts a lifetime. These attributes will be reflected in your workplace.

Reservists Are Team Players

Reservists are recruited from across the United Kingdom and drawn from all walks of life. Your employees will have forged close-knit teams, friendships, connections and loyalties with a group of people they would not otherwise meet. This will help your business, giving you access to new ideas, other industry partners and networks you may not normally consider.

Their selfless commitment, loyalty, and a strong empathy for others, will help shape and support their civilian teams, bringing a different perspective to all.



Case Study: M&S Earns Gold Award For Supporting Its Reservists

Marks and Spencer, a major British multinational retailer, proudly champions its role as a supportive employer for 10 UK Armed Forces Reservists having earned a prestigious Employer Recognition Scheme Gold award in 2023. A spokesperson said:

"Military Reservists are extremely valuable to M&S, and we have Reservists working in all areas of our business including Logistics, Digital & Tech, Procurement, Operations and in our stores. They bring so many valuable skills to a retail environment – from adaptability to resilience and problem-solving.

We are honoured to have received the 2023 Employer Recognition Scheme Gold Award. This award reflects our long-standing support for the Armed Forces community, our recruitment of ex-military personnel and their families and providing Reservists with time off to serve our country. This award is recognition of the work of our Armed Forces Network which supports business-wide and community activities to recognise the sacrifices made by our ex-military colleagues and their families.

The Armed Forces Network welcomes those who are committed to upholding the Armed Forces Corporate Covenant and aims to create a safe space to share memories of time serving in the forces, raise awareness of veterans and Reservists in our workforce and support business-wide moments and activities relating to the Armed Forces. We also have a number of M&S colleagues who volunteer and share their skills and experience with young people through Armed Forces Cadets. An example of a challenge was our ambition to

raise awareness of the Network amongst colleagues who may not otherwise have a connection with the Forces Community. With the fantastic support of our CEO and Executive Committee sponsors, we were able to reach out to the wider M&S family and share the many brilliant benefits that service leavers, and their families bring to M&S – the activity resulted in some fantastic engagement, and we reached a new audience as a result.

Attracting more Reservists to our business is at the forefront of our plans. In partnership with the Ministry of Defence (MOD), we want to reach this highly skilled pool of candidates and show them how rewarding a career in retail can be. We will also be attending more forces focused careers fairs across the UK, sharing the career stories of our colleagues so we can bring more Armed Forces talent into our teams. At M&S, we have an ambition to always be better, including GOLD and beyond. We believe that achieving GOLD is just the start of our journey, not the end! We have a desire to continuously improve and never to accept today as being our best day. By constantly checking, learning, and building on how we look after our Forces Community and how we engage with others – including our friends at the Defence Relationship Management team, – we will maintain M&S as a Forces Community friendly place to work now and in the future.

Learning and development is a key pillar of our business, and we want to support our colleagues to achieve new skills so they can have a varied and fulfilling career with M&S. We are grateful to the many Reservists that work at M&S, and we will always provide them with the necessary time off to complete their training. The Armed Forces Network is an excellent resource to support Reservists to balance their day job with the commitments outside of work and we pride ourselves by offering a supportive working environment to all colleagues, regardless of their background."



Support for Employers of Reservists

Contributing to Society

As a Forces-Friendly Employer, you can benefit from public recognition, not just through financial rewards and compensation in the event of mobilisation, but for your advocacy among business and other likeminded organisations.

Companies who support Reservists can publicly pledge their support to the Armed Forces by signing the Armed Forces Covenant, joining over 10,000 businesses and organisations who have signed to date. In addition, you can gain national recognition via the Defence Employer Recognition Scheme. Joining the Armed Forces Covenant and the Defence Employer Recognition Scheme shows employees you care, attracts a wider pool of talent, and provides access to a wider network of opportunities to access unique 'money can't buy' opportunities to experience the Armed Forces globally recognised approach to training and nurturing people capability.

Reservists Boost Recruitment

Demonstrating support for Reservists, and being an advocate for the Armed Forces, can help attract talent. Reservists recruit Reservists, attracting likeminded people into both the Maritime Reserves and into your business.

Doing Your Bit For Your Country

By encouraging your employee's Reserve service, you are contributing to the Defence and Security of the United Kingdom.

Legislation Supports Employers to Minimise Disruption Caused by Reservist Mobilisations

Salary costs paid for by the Royal Navy

Pension contribution scheme paid for by the Royal Navy, if withdrawn by the employer and the Reservist wishes to remain in the scheme

- Additional salary costs to cover a temporary replacement, should the costs exceed your Reservist employee's salary (up to a maximum of £110 per day)

Agency and Advertising Costs for finding a replacement

Up to £2,000 of training costs for a replacement during the period of mobilisation

Five days of takeover and handover costs when your employee leaves and returns to work

Essential re-training costs for the Reservist employee upon return to work

75% of costs for replacing specialist clothing for a deployed Reservist up to the value of £300

Up to £2,000 for expenses incurred by self-employed Reservists before, during and post mobilisation

For Small Medium Enterprises an incentive payment of £500 each month that the employee is in military service per employee can also be claimed for, unless both of the following apply:

- your annual turnover was more than £25.9 million in the 12 months before the Reservist was called up
- you had more than 250 employees or partners on the date of mobilisation

Mobilisation

Mobilisation usually refers to the time when Reservists are brought into full-time Service to support high-end military operations. Mobilisation usually means compulsory transfer into the Royal Navy in times of global or national emergency, for example when there is a direct threat to the United Kingdom and its Allies. For operational commitments, the Royal Navy aims to give up to 90 days' notice where possible, however this could be reduced when there is an urgent need. Most Reservists are given at least 28 days' notice.

We will provide you with a detailed mobilisation pack with the date your Reservist employee is to report for training, the expected length of mobilisation, as well as your statutory rights and obligations, financial assistance available to you, and contacts for further guidance. You will always have the right to appeal against the mobilisation if there would be a significant impact on your business.

Application Against a Call Out Notice

Employers will be formally notified of a call out of an employee for military operations. There is the right to appeal if there are grounds, including where the employee is a key worker or is critical to the business.

And finally...

As an employer, you will receive early notification of training, exercises and potential deployments through continued engagement with your Reservist's Unit, issued via the Reserve Employer Notification letter which is sent to you annually. The aim is to develop and sustain the three-way relationship between you, your employee and the Royal Navy to deliver a better prepared Royal Navy.

What Some of Our Other Employers Say

"It's our absolute pleasure and a source of pride to all of us at Sopra Steria that we can support the Reserves."

Sue-Ellen Wright,
Managing Director,
ADS.

"We very much support Reservists within Inzpire – they do an amazing job."

Andy Fisher,
Head of Collective Training Division,
Inzpire Limited.

References

For more detailed information on what the Royal Navy and Royal Marines can provide to you and your employees, you might find the the Royal Navy and Royal Marines website an interesting read:

www.royalnavy.mod.uk

Armed Forces Covenant:

<https://www.gov.uk/government/groups/defence-relationship-management#the-armed-forces-covenant>

Defence Employer Recognition Scheme:

<https://www.gov.uk/government/publications/defence-employer-recognition-scheme>

Defence Relationship Management:

<https://www.gov.uk/government/groups/defence-relationship-management>

Reserves Employer Toolkit:

<https://www.gov.uk/government/publications/reservist-employers-toolkit/reservist-employer-toolkit>

Reserve Forces and Cadets Associations:

<https://www.gov.uk/government/organisations/reserve-forces-and-cadets-associations>

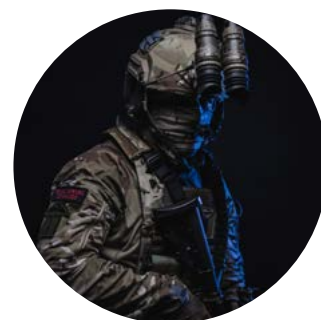
Transferable skills back to business:

<https://www.royalnavy.mod.uk/careers/why-navy/reach-your-potential>



Understanding Maritime Reserves

Ranks: Ratings and Other Ranks



RN



ABLE RATE/MARINE - JUNIOR MEMBER OF STAFF

Follows instructions and priorities	Able to develop theoretical or practical skills	Applies safe practices in the workplace
Maintains high personal standards	Manages time and resources	Understands and embraces the organisation's values and standards
Can work within a small team	Accounts for and maintains stock	

LEADING HAND/CORPORAL - SECTION SUPERVISOR

Follows and gives instructions and prioritises	Manages own time and resources and those of the team	Upholds and communicates the organisation's values and standards
Leads a small team	Accounts for and maintains stock	Delivers quality control
Delivers theoretical or practical training	Applies and monitors safe practices in the workplace	Makes quick and logical decisions

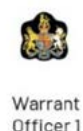
PETTY OFFICER/CHIEF PETTY OFFICER/SERGEANT/COLOUR SERGEANT - SENIOR SUPERVISOR OR TEAM LEADER

Gives and follows instructions and prioritises	Manages time and resources including those of the team	Delivers quality control
Leads a larger team	Accounts and maintains stock requirements	Makes quick and logical decisions
Responsible for the team's welfare and personnel administration	Liable for safe practices in the workplace	Accountable for achieving objectives
Delivers theoretical or practical training and mentoring	Responsible for upholding the organisation's values & standards	Effective within a project management team

WARRANT OFFICER - MANAGER AND EXPERIENCED LEADER

Oversees and delivers efficient productivity	Delivers and develops instructions and procedures	Develops and manages training and mentoring
Manages and mentors team leaders and supervisors	Makes quick and logical decisions	Audits stock levels, quality control and health and safety
Acts as advisor to senior management	Leads a small, effective project management team	Delivers and is responsible for the organisation's values and standards
Accountable for achieving objectives	Oversees the team's welfare and personnel administration	

RM





Understanding Maritime Reserves Ranks: Officers

RN



SUB LIEUTENANT/LIEUTENANT - JUNIOR MANAGER

Leads effectively by personal example

Responsible for staff welfare, career development

Writes staff reports

Manages time and resources to maximise outputs

Leads a team during demanding tasks and environments

Plans and conducts complex training

Maintains health and safety and security procedures

Audits stores, equipment and finances

LIEUTENANT/CAPTAIN - MIDDLE MANAGER

Leads and coordinates management activities

Manages time and resources to maximise outputs

Responsible for staff mentoring and coaching

Prepares and delivers detailed instructions and reports

Reviews and plans administrative procedures and systems

Oversees staff reporting and development processes

Establishes and manages complex training programmes

Communicates effectively using a range of presentation skills

Oversees stores, equipment and finances

LIEUTENANT COMMANDER/MAJOR - EXPERIENCED MANAGER

Leads and coordinates activities for large departments at a senior management level

Plans and delivers junior management training programmes

Inspires and directs junior managers' performance and outputs

Executes the organisation's strategic planning and goals

Effectively manages large budgets and diverse resources

Prepares and delivers reports and presentations on management topics up to Board level

COMMANDER/LIEUTENANT COLONEL - SENIOR MANAGER

Leads individuals and groups at executive level

Heads a senior multi-disciplined management team

Responsible for continuous professional development, leadership and education

Develops strategic activities across the whole organisation

Effectively manages strategic-level budgets and resources across the organisation

Reviews, analyses and solves complex issues

Leads and inspires staff at all levels by personal example

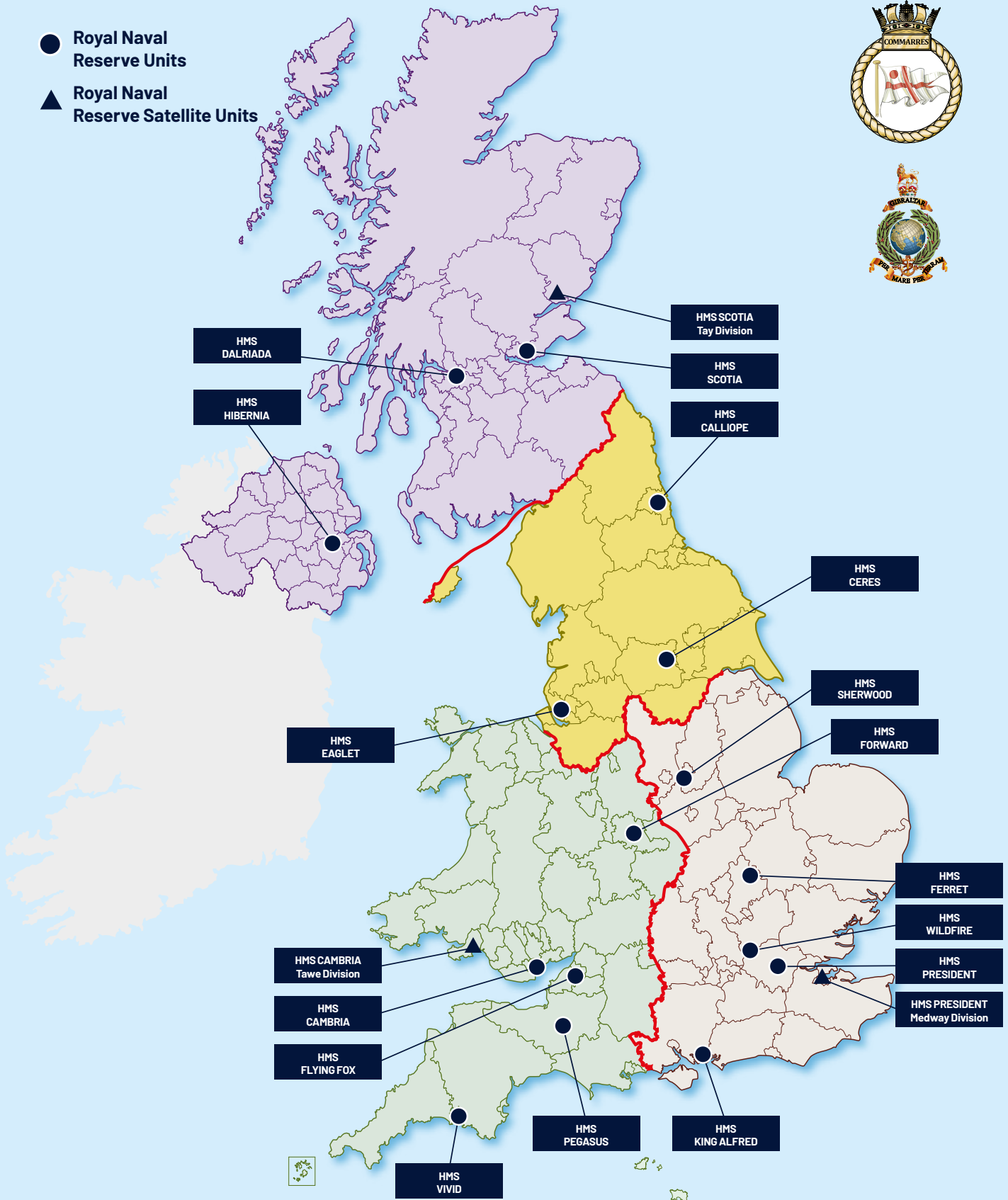
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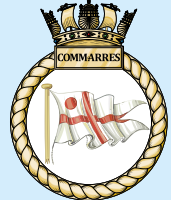
ROYAL NAVAL RESERVE FORCE LAYDOWN



- Royal Naval Reserve Units
- ▲ Royal Naval Reserve Satellite Units



ROYAL MARINES RESERVE FORCE LAYDOWN



- Royal Marines Reserve Units
- ▲ Royal Marines Reserve Detachments

