General Secretary

## Person specification

**Essential**

* Service in the Royal Navy or Royal Marines, rising to Senior Rank.
* Ability to work in a small team, willingness to 'roll the sleeves up' if necessary.
* Ability to communicate easily across all levels and particularly with naval veterans.
* Financial expertise sufficient to develop budget, manage through management accounts, internal controls and audit.
* Understanding of investment management
* Ability to develop and implement strategy.
* Networking ability, both in the Royla Navy and Charity sector.
* High quality staff officer
* Ability to plan and run a complex event.
* Sympathetic leadership of a small team
* Ability to present to small and larger meetings, conferences

**Highly desirable**

* Experience running, or as a trustee, of a charity.
* Understanding of law and issues surrounding employment.
* Understanding of grant application process and fundraising.
* Understanding of Trustee Governance.

**Desirable**

* Network with maritime or military charity sector.
* Appropriate Sense of humour.

Qualificiations

First or second degree

UK Driving License for cars and minibuses.

## Job Description

**Charity Governance**

* + Act as Clerk and Advisor to the National Council
  + Single point of contact with the Charity Commission
  + Ensure charity is run in accordance with Charity and other legislation
  + Attend and advise other committees.
  + Plan and run the annual AGM, Conference and Reunion.
  + Manage all matters regarding the Royal Charter, Rules and Bye -Laws. Liaise with the Privy Council,
  + Provide advice to NC, Areas, branches and individuals on all aspects of the Rules Book, the Complaints Policy.
  + Exercise delegations made by the NC.
  + Manage the Complaints and Complements process
  + Write the annual Trustees report and co-produce the annual financial statements.
  + Write the Conference minutes.
  + Work with the NC advisors, particularly the NCBA.
  + Encourage and deliver trustee training.

**Event Management**

* Plan and deliver the annual Conference and Reunion
* Plan and deliver the Biennial Parade
* Plan and deliver the Standard bearers competition.
* Plan and deliver seminars as required.
* Plan and deliver CONA events.
* Advise and plan ceremonial aspects of events
* Advise and plan religious elements of events with the CoF.

**Communications**

* Produce 10 monthly Semaphore Circulars a year.
* Produce 2 RN only Circulars a year
* Produce 2 HQ roll newsletters a year.
* Manage the RNA website
* Manage the RNA's digital presence on social media.
* Develop and sustain a significant network of Naval Charity CEO, COBSEO, senior RN officers
* Be the custodian of the RNA branding and keeping it fresh.
* Develop and exploit other communications conduits as opportunity presents.
* Act as main point of contact with NCHQ.
* Brief CO(Desig), EWO(Desig) and other courses as the RN requires
* Act as RN veterans rep on the Veterans UK customer advisory Group.
* Act as RN poc for. RN CEO/IEST and other important fora.

**Financial Management**

* Manage the finances of the RNA in a prudent and imaginative manner
* Monitor monthly financial performance through management accounts.
* Approve all payments.
* Close co-working with the RNA accountant.
* Develop an annual budget
* Carry out a mid-year budget review
* Prepared the accounts for the annual Independent Examination.
* Exercise tight financial internal controls.
* Negotiate the lease.
* Negotiate annual insurance policies.
* Apply for grants as opportunity allows.
* Act as RN's representative on the RNRMC investment committee.

**Leadership**

* Lead and drive the Central Office team and wider volunteers and contractors.
* Carry out annual staff review and recommendations for salary.
* Provide a high personal example of behaviour, prudence and integrity to the RNA and Central Office staff.
* Advise and collaborate with the NCh and NP.
* Lead the activity of CONA.

**Strategy**

* Develop and review strategy with the NC
* Deliver an annual projection of financial stability and viability with the Accountant.
* Deliver the strategic vision of the NC.
* Report progress to the NC.
* Work with providers on research into the Veterans Community
* Manage, negotiate and review the Collaboration agreement with the Naval Service.

**Fundraising**

* Act as the RNA's main fundraiser
* Provide advice and guidance to the RNA on FR and its legalities
* Maintain the RNA's trademark status.

**Management**

* Manage the RNA relationship with the RNRMC
* Manage the Semaphore Tower offices, computer systems.
* Act a CO staff line manager.
* Conduct annual appraisal system.
* Manage contract staff.
* Carry out Central Office Open Days.
* Provide advice to the General Public as necessary.
* Manage the RNA’s relationship with the International Maritime Confederation, attend the Executive Council.

**Projects**

* Manage the LIBOR buses
* Manage Project Semaphore
* Manage Shipmates and Oppos
* Conduct Custom and Values sessions. Oversee Part 1 mentors
* Manage Jutland Wood input
* Manage the UK element of the IMC sailing camp.