



CHIEF OF STAFF - Role Description

July 2022

About the Royal Naval Association

The RNA is a rank-free membership organisation primarily for serving and former serving RN personnel who are proud of their Naval Service and also for our wider naval family of partners, parents, siblings and friends. We seek to maintain the naval ethos and enjoy sharing experiences with like-minded people while supporting each other when needed. Established in the aftermath of WW2, the Mission of the Association is to **foster camaraderie** within our membership through events, communications and welfare support/wellbeing and thereby enhance our naval family.

With Covid hopefully behind us, the RNA is emerging with vigour to make it accessible and attractive to a wider cross section of the naval family.

The Role This is a new role, reporting to the CEO. The Chief of Staff (COS) will be the principal staff officer, leading, managing and co-ordinating the outputs of RNA Central Office in HMNB Portsmouth. This is an exciting and important time to join the organisation as we enter a period of strategic growth and expansion while making the Association fit for purpose across the wider naval family.

The Person. The COS will necessarily have respected links into the Royal Navy and have sound knowledge of the Naval Service and, ideally, the Naval Charity sector. We need a dynamic, personable, enthusiastic, good humoured naval type with good communication skills and a willingness to accept responsibility to assist us to achieve a capability update for the Association. Would ideally suit a gutsy yet empathetic individual with a sense of duty, who, should they cut themselves, the liquid oozing out is more likely to be blue than red!

Job Details

- Job Title: Chief of Staff
- Location: RNA Central Office, HMNB Portsmouth (occasional travel, weekend and overnight stays may be necessary to support events around the UK)
- Status: Full time 37.5 hours
- Salary range: £40-£42K (depending on skills and experience)
- Benefits: 8% employers pension contribution
- Holiday: 30 working days plus Public/Bank holidays
- Reporting to: General Secretary (Chief Executive)
- Start date: negotiable – this autumn

Royal Naval Association

RNA Central Office
Bldg 1/087, Scott Road
HM Naval Base
Portsmouth
PO1 3LU

E admin@royalnavalassoc.com
T 02392 72 3747
W royal-naval-association.co.uk



COS Role Responsibilities

The following primary tasks include but are not limited to:

- Represent CEO in meetings, by email, and phone calls with internal and external stakeholders and deputise for the CEO in their absence.
- Acts as a strategic advisor to the CEO, senior RNA management team and Board of Trustees (BoT)
- Participates with the CEO and senior management team in strategic planning, policy development, and decision-making.
- Acts as the liaison between CEO and Central Office staff to coordinate staff outputs including:
 - the planning and execution of national events
 - to ensure consistent communication across the staff and the BoT
 - ensure staff involvement or decision-making at the proper time
 - ensuring timely and effective completion of projects and initiatives of the CEO/President.
 - the research and recommendation of new and revised policies, procedures and strategies.
 - Creating and maintaining systems and processes to streamline operations.
- With admin support, manages the CEO calendar and prioritises his time and schedule.
- Drafts letters, emails, reports, and other correspondence on behalf of the CEO.
- Establishes standards and procedures for hiring and managing the office staff and personnel for the CEO.
- Maintains accurate confidential files and data records.
- Provide guidance/advice to the CEO in conjunction with the National Ceremonial Adviser for all national Ceremonial events.
- Lead on delivering Culture and Values Sessions to Phase 2 RN trainees; liaising with HMS Sultan and HMS Collingwood.
- Act as Secretary to the Administration Management Committee (AMC).
- Act as Secretary to the Conference of Naval Associations (CONA); plan and deliver annual Conference.
- Plan and deliver RNA Open Days.
- RBL/DCMS National Event's Stakeholder representative
- Other tasks as required and as directed by the CEO.



Skills and Knowledge

Essential

- Developed leadership skills and ethics.
- Willingness to accept responsibility.
- Strong communication skills, both verbal and written, together with a courteous, flexible and helpful approach to engaging with people at all levels.
- Ability to work flexibly on own initiative, and to work under pressure to meet tight deadlines.
- Organized approach to work, with a high level of accuracy and attention to detail.
- Ability to manage a diverse workload, prioritise tasks, and deliver work to agreed deadlines.
- Ability to take the initiative, be creative, and to come up with original ideas.
- Strong IT skills, including Microsoft Office (Word, Excel, Outlook, and PowerPoint),
- Excellent inter-personal skills and good team working skills.
- A pride in and respect for the Royal Navy and an appreciation of its traditions, characteristics and workings.

Desirable

- Awareness and understanding of the role of charitable trusts and foundations
- An understanding of, and empathy with the work of the Service Charities.
- Knowledge of Royal Navy and possessing strong Navy wide contacts.

Personal Attributes

- Good humour
- Enthusiasm
- Integrity
- Intellect
- Sound work ethic
- Determination
- Flexibility
- Cultural and inter-personal awareness and sensitivity
- Initiative, subtlety and the ability to work collaboratively

How to apply

We invite interested candidates, who meet the requirements, to email their applications.

Applications must include:

1. A Supporting Statement explaining how your skills and experience fit the role;
2. A CV (no more than 2 sides of A4) specifying your qualifications, education and relevant work experience.

Email your application to admin@royalnavalassoc.com

Closing date: cop 26 Aug 22

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