

**QUEEN ALEXANDRA’S ROYAL ARMY NURSING CORPS ASSOCIATION**

**Charitable Incorporated Organisation**

**Charity Registration Number 1163821**

**ROLE DESCRIPTION**

**OFFICE MANAGER**

The Office Manager works for the Association which is also a charity. The QARANC Association was formed in 1947 to provide a focus for military nurses leaving the service after the Second World War. The Association joins together in practical friendship all who are serving or have served in the Corps, irrespective of rank, sharing in its record, achievements, tradition, and history. The Association is a Charitable Incorporated Organisation, its members are the Board of Trustees, and the Board manages the Association in accordance with its Constitution.

The Board meets quarterly. Trustees also form the sub-committees: Governance, Finance and General Purpose; Grants and Benevolence; Heritage and Chattels; Media, Communications and Membership; meetings as required to achieve the Association’s objectives.

**The Association’s Purpose and Charitable Objectives**

* Maintaining contact between past and present members of the Corps, fostering mutual friendship between them, and providing for social gatherings.
* Fostering Esprit de Corps, comradeship and the welfare of the Corps and preserving its traditions.
* Relieving either generally or individually, members of the Association or past and present members of the Corps and their dependants, who are in conditions of need, hardship, or distress.

**The Association’s Activities**

The Association’s activities are driven by the charitable objectives and offers support, advice, and friendship. Our members are both serving Regular and Reserve QARANC personnel and Veterans; we have a network of branches throughout the UK. The Association supports Serving members to undertake Adventurous Training and Sporting activities and all members whether serving or retired are supported to attend social events, Corps and Ceremonial events and to be part of the wider QARANC family. The Association publishes the QARANC Gazette twice a year to which all members and Branches contribute articles of interest.

**Administration**

The Regimental HQ and the Association work alongside each other under the direction of the Regimental Secretary (a MOD funded post) who is also the General Secretary for the Association. The Association employs an Office Manager and an Administration Officer; there is support provided part-time by a contracted treasurer and the editor of The Gazette.

**Location**

Regimental Headquarters QARANC, Robertson House, Royal Military Academy, Sandhurst, Camberley, GU15 4NP. Telephone 01276 412754. The Headquarters is sited within a military establishment and shares premises and some infrastructure support with other military charities. The Office Manager must have due regard for the military environment in which they would operate.

**Hours**

30 hours per week. Flexibility required as there are a few evening and weekend events requiring attendance which may include an overnight stay. Time of in lieu will be given as appropriate. The Association has a flexible working policy. Any request for flexible working is taken by the General Secretary and must be requested in writing.

**Salary and Benefits**

£32,500 per annum based on a 37 ½ hour week. Pro rata salary for 30 hours per week is £26,000.

Pension scheme.

Leave Entitlement of 25 days plus 8 Public Holidays per annum. Pro rata total of 26.5 days per annum. An enhanced leave entitlement based on time in role is available. All details can be found in the Association Staff Handbook.

**Day-to-Day Functional Accountability**

The Office Manager is accountable to the General Secretary; the Office Manage is **Line Managed** by the Chair of the Board of Trustees with the General Secretary providing input to the annual appraisal process and the probationary period following appointment.

**Key areas of Responsibility**

**Operational**

* Accountable to the General Secretary for the:
* day-to-day administration of the Association ensuring it is well organised, runs efficiently and has the resources it requires.
* IT system and Association’s Web site, ensuring that it isreliable and fit for purpose.
* keeping abreast of latest governmental/charities policy and guidelines (e.g., Safeguarding) ensuring that service delivery is fully compliant and raising awareness through effective communication to all other stakeholders.
* Adherence with GDPR policies and procedures across all areas of the Association.
* Provision of support of the Board of Trustees and sub committees. Managing the administration of Board of Trustee meetings and updating the SharePoint with all reports and minutes.
* Member of the Media, Communication’s, and Membership committee.
* Administrative support to the Association’s Branch Chairs and Secretaries meetings.
* Distribution of the Gazette and supervision of the editor.

**Human Resources**

* Accountable to the General Secretary for the effective management of staff. This includes oversight of recruitment, induction, training, staff appraisal in accordance with the Staff Handbook.
* Line manager for the Administration Officer.

**Governance**

* Member of the Governance Committee.
* Accountable to the Board, Chair of the Governance committee and the General Secretary for compliance with the Association’s policies and the Charity Commission’s policies and regulations.

**PERSON SPECIFICATION**

1. **Essential** 
   * Significant demonstrable experience of successful office management.
   * Experience of managing staff.
   * Excellent verbal and written communication skills with the ability to present information to audiences at all levels.
   * Excellent interpersonal skills.
   * Ability to work well within a team as well as on their own.
   * To be able to promote themselves and their work.
   * Experience of managing budgets.
   * Advanced experience and ability with MS Office software, Microsoft TEAMS; Zoom.
   * Working knowledge of GDPR.
2. **Desirable**
   * Experience/knowledge of the military, Service Charities, Regimental and Campaign Associations.
   * Experience, or the potential to be trained, in the management of the Charity Association website.
   * Working knowledge of SAGE – for accounting purposes - or similar package with a willingness to be trained in such.
   * Working knowledge of The Charities Act 2011.
3. **Other**
   * Undertake in discussion with the General Secretary any such duties and responsibilities required to ensure the Association’s purpose and charitable objectives are achieved.
   * Be willing to Undertake an advanced DBS disclosure check.
   * Given the location of the office the successful candidate will be security vetted.