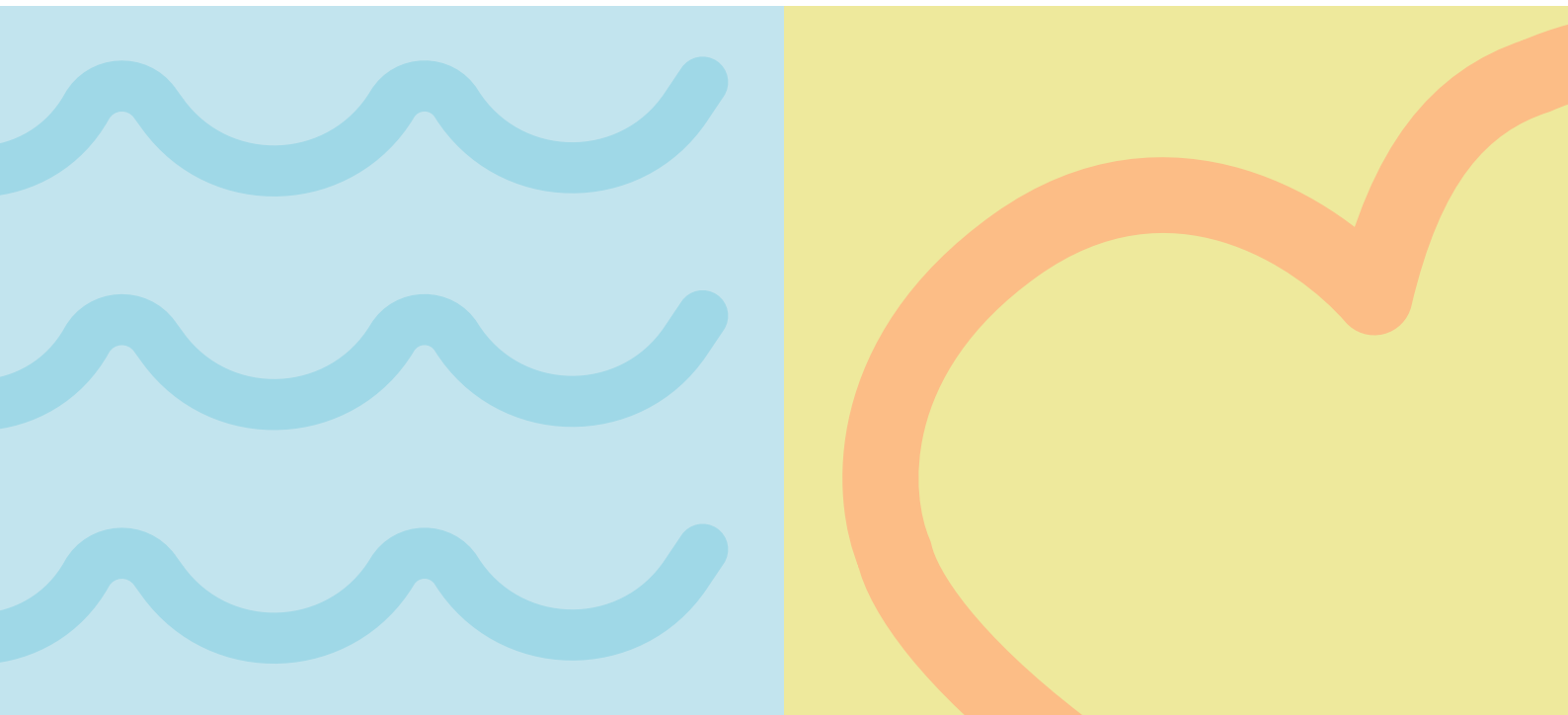


Candidate recruitment pack

Join us in improving the wellbeing and development of our Naval children and young people.

Our Vacancies:

- Database Administrator



Foreword

Dear Candidate,

I would like to thank you for considering applying for one of our exciting vacancies at the Naval Children's Charity. Hopefully this Candidate Recruitment Pack will be helpful in supporting you to find out more about us as an organisation, and potential new employer. It includes some encouragement to get in touch and have a conversation with us if you are thinking about applying, and details on the application and recruitment process itself. We would love to hear from you, please give us the opportunity to showcase to you why we could be a great next step in your career.

This is a great time to join the Naval Children's Charity. We have changed and grown significantly over the past few years, despite the challenges of the pandemic and other global stressors. We have redefined our Mission and Vision and our Team have worked hard to develop our work culture and how we can best support our children and young people.

Part of our new strategy is to put the voice of the Naval child/young person at the heart of what we do. Our new Youth Council are really helping us develop our support offer and ensure that we are hearing and meeting their needs.

We aim to provide a consistent, fair and inclusive application process which is why we ask you to fill out an application form. We do want to get to know you as a person as part of this process so please tell us as much as possible about yourself.

We are currently a Bronze Award member of the Armed Forces Covenant's Employer Recognition Scheme. We are Armed Forces friendly and welcome applications from reservists, veterans, military spouses and partners.

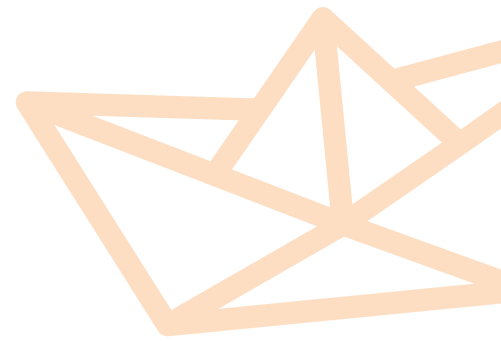
We look forward to hearing from you.



Clare Scherer MBE

CEO, Naval Children's Charity

About us



The Naval Children's Charity (NCC) are dedicated to improving the wellbeing and development of Naval children and young people.

We provide a wealth of support, guidance and resources to help dependant children (up to and including the age of 25) whose parents/guardians serve or have served in the Royal Navy and who are in need, hardship or distress. With a team of caseworkers in Portsmouth, Helensburgh and Plymouth, we offer financial assistance, free resources and a range of opportunities to address the challenges that the children and young people face as a result of their parents' service.

2025 sees us celebrating our Bicentenary. 200 years since the first orphanage was opened in Portsmouth. We are so proud of our rich heritage and working together to ensure we continue to evolve and respond to the challenges that face our children and young people. We have a long history of Royal Patronage and deeply proud that this continues with HRH The Princess Royal picking up this role in 2025.



Our mission

To support the wellbeing and development of children and young people from Royal Navy and Royal Marines families, serving and veteran, in recognition of the unique situations they and their families face.



Our vision

That every Royal Navy and Royal Marines child and young person has their spirit and talent unlocked, giving them a brighter future and helping them to realise their full potential.



Our values

- Collaborative
- Trusted
- Empathetic
- Children and young people at the heart of what we do.



What we do

Wellbeing and development support for children and young people.



Support for
Parents/Carers



Advice and
guidance



Support and
opportunities for
children/young people



Mental health



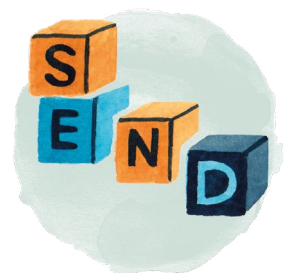
Bereavement



Family breakdown



Disability, illness or
injury



Neurodiversity / SEND /
ALN



Financial / debt



Deployment /
separation



Education



Wellbeing Packs

Vacancies

Part time database administrator

Salary: £20,715 (25 hours per week £29,000 FTE)

30 days annual leave (FTE), 7.5% matched pension contribution

Part-time 25 hours per week, permanent contract

Location: Portsmouth

Line manager: Head of Finance

[Download the job description](#)

Notes: This role is office based

Next steps

To apply, please complete an application form and submit it alongside a letter/personal statement to Jo McEvoy, Head of Finance by the deadlines indicated below.

[Download the application form](#)

Alongside the application form, candidates are asked to send in a letter/personal statement. It should set out the values, skills and experience that you have that makes you suitable for this role.

We hope that this candidate recruitment pack has piqued your interest in joining us and we would actively encourage you to have a pre-application chat if you would like to do so. To arrange please contact Jo McEvoy, Head of Finance, on jo.mcevoy@navalchildrenscharity.org.uk.

A timeline for the recruitment process for this role is detailed below:

Database Administrator	
Deadline for applications	29th August 2025
In-person interview	5th September 2025 Location: Portsmouth

Thank you – we look forward to hearing from you.



The Naval Children's Charity aim to provide help and support for children and young people who, through personal circumstances, are in need, hardship or distress. Our Vision is to be ready in a changing future to ensure that every deserving and eligible child has information and access to support from the Naval Charity Sector – because a society that has children at its heart is a better society for everyone.

Naval Children's Charity

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