

JOB DESCRIPTION
AREA SECRETARY (BEDFORDSHIRE, HERTFORDSHIRE & ESSEX)
AREA HQ THE ROYAL ANGLIAN REGIMENT, WARLEY

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| Unit/Location | Area Headquarters The Royal Anglian Regiment (Bedfordshire, Hertfordshire & Essex), Blenheim House, Eagle Way, Warley, Essex, CM13 3BN |
| Job Title. | Area Secretary (Bedfordshire, Hertfordshire & Essex) |
| Grade | MSF C2 |
| Line Manager | Regimental Secretary The Royal Anglian Regiment |
| Countersigning Officer. | Div Lt Col The Queen's Div |

Organisation. The Area Secretary (Bedfordshire, Hertfordshire & Essex), based in Warley, is subordinate to RHQ The Royal Anglian Regiment. He receives policy direction from the Colonel of The Regiment, Regimental Secretary The Royal Anglian Regiment and Director Infantry (through Div Lt Col The Queen's Division).

Job Purpose. To represent, promote and support The Royal Anglian Regiment and to provide support to The Bedfordshire and Hertfordshire Regiment and The Essex Regiment, in accordance with the Director of Infantry's Management Plan and Customer Service Agreements.

Main Activities

1. **Representation.** To represent the Regiment in all pertinent areas including civic and military occasions. Organisation of Regimental ceremonial occasions i.e. Freedom Parades in conjunction with military, civil and ecclesiastic authorities, PMEs and police liaison.
2. **Recruiting.** To take all opportunities to support the recruitment of officers and soldiers.
3. **Benevolence and Welfare.** Provide support to members of The Regiment and antecedent regiments in need, in conjunction with SSAFA Forces Help, ABF, RBL and other charities and government agencies.
4. **Fund and Budget Management.** Day to day management of Regimental charity funds and investments and the office MOD budget.
5. **Regimental Association.** Organisation of major functions, reunions, church services, parades and veterans' pilgrimages.
6. **Co-ordinate and organise** various regular services in Regimental chapels. Input to Regimental publications.
7. **Funeral Arrangements,** including notification letters of condolence, wreaths, tributes, and attendance of buglers and for other military representation from the Regiment.
8. **Cadets.** Close liaison with the ACFs and CCFs in Bedfordshire, Hertfordshire & Essex
9. **Area HQ Staff and Office Management,** including Line Manager responsibilities, Health and Safety, IIP, Fire, Office IT and machinery, MOD Stores and Regimental Property.
10. **Enquiries.** Provide a focus for public media enquiries on Regimental matters, both present day and historical, including TV and radio interviews.

11. **Facilities Manager** of Regimental Chapel and Blenheim House, Warley.

Main Competences

Essential

1. This is a Military Support Function (MSF) post. Applicants will be required to demonstrate military knowledge, military competencies and must understand and be in whole-hearted sympathy with the Regimental System.
2. Must assist the families of serving members killed or wounded; must therefore be a credible Regimental representative both within the Army and within the Regimental recruiting area.
3. Must be IT literate and possess skills in oral and written communication.
4. Must have a working knowledge of charity and Service Fund accounting procedures.
5. Must have the leadership qualities necessary to motivate a disparate work force of MOD staff and unpaid volunteers and to guide the branch officers of the Regimental Association.
6. Must be a driver with a full and valid licence.
7. Must undertake any other duty as deemed essential by Regimental Headquarters.

Desirable

1. Knowledge of the legal frameworks relating to charities, health & safety and equal opportunities.
2. Knowledge or experience of The Royal Anglian Regiment and the Regimental organisation, history, traditions, customs and procedures of The Bedfordshire and Hertfordshire Regiment and The Essex Regiment
3. Capable of undertaking first-line research in Regimental archives to answer public enquiries.
4. Experience of working with the media.
5. Familiarity with the role and modus operandi of the Charity Commission.
6. Working knowledge of Service and civilian social support and welfare systems, including SSAFA Forces Help, ABF, and RBL.

Remarks

1. The post holder will be expected on occasions to work unpaid overtime at weekends and in the evening.
2. Some flexibility in working hours is possible.