

First Aid Nursing Yeomanry (Princess Royal's Volunteer Corps) – FANY (PRVC)

Job title: Corps Secretary, Part-time, London

Reports to: Chief of Staff

Salary: £21,000 per annum working 3 days a week. (Full time equivalent £35,000) + pension

Overview:

A wonderful opportunity to join a tight-knit team at the heart of a 150-strong, historic and unique all-female voluntary organisation based in Wellington Barracks, central London. The First Aid Nursing Yeomanry, more commonly known as the FANY, works with civil and military authorities to support the resilience of London during times of crisis and for major events. Our Commandant in Chief is HRH the Princess Royal.

Key attributes needed are strong IT & organisational skills, a genuine love of working with people, a problem-solving and flexible approach with high attention to detail, an ability to prioritise and a sense of humour.

Key Responsibilities:

- Provide administrative and secretarial support for the Commanding Officer and Chief of Staff
- Event management: responsible for organising and supporting a number of key events throughout the year (some high profile and including Royalty) for members, supporters and stakeholders
- Take minutes, prepare and circulate papers for Trustee and Regimental Board (Volunteer Senior Leadership Team) meetings
- Preparation of reports such the Annual Report, funding updates and others as required, in collaboration with the Chief of Staff and Finance Officer (templates provided)
- Office management to ensure the smooth running of FANY HQ
- Primary point of contact for the main office
- Work closely with the Membership Officer, providing cover as required
- Undertake any other additional ad hoc duties as requested, including supporting and coordinating the activities of key and senior volunteer personnel within the Corps
- Very basic finance administration (no previous experience necessary)

Time Commitment and Location:

- Hybrid: Office based in London HQ (Wellington Barracks near St James's Park station) but with flexibility to work from home from time to time, and during office closures in summer and at Christmas.
- Part-time 3 days per week: Tuesday, Wednesday & Thursday are the main office days but there is flexibility to discuss working hours to suit (eg spread across 5 days). Wednesday is 'FANY Training Night' so only fixed hours required are on Wednesdays: 1100-1900 in the office.
- Requirement to work occasional evenings but Time Off In Lieu will be given.
- Holiday entitlement: 20 days plus 8 days bank holidays pro rata'd = 18.5 days

Person Specification:

- You LOVE administrative work, are highly organised, and genuinely enjoy working with people.
- You have experience collating information and producing written reports and letters.
- You are familiar with creating, using, and improving existing templates.
- You are confident with IT, comfortable working with the MS Office suite, databases, and SharePoint (training will be provided for our bespoke CRM system).
- Discretion, integrity, diplomacy, and empathy are essential; you should embrace the history, values, and aims of the FANY (PRVC).
- You are motivated by working for an organisation with compassion at its core.
- You have an open, friendly, and approachable manner.
- You can work independently as well as part of a team, remaining calm under pressure.
- If successful, you will need to have or obtain Security Clearance at SC level.
- You will be required to sign the Official Secrets Act.
- As a voluntary sector organisation supporting Category 1 & 2 responders, you should be willing to assist with operational deployments if required, though (fortunately) these occasions are rare.