# TERMS OF REFERENCE FOR A PART TIME OFFICE ADMINISTRATOR

# ASSOCIATION OF WRENS AND WOMEN OF THE ROYAL NAVAL SERVICES

# (January 2022)

# Two Part Time Office Administrators known as Administrator 1 and Administrator 2 will undertake the role of Office Administrator to The Association on a job share basis.

# Preamble

“The Association of Wrens and Women of the Royal Naval Services” (hereinafter referred to as The Association) (Charity No. 257040) was formed in 1920 under the guidance of Dame Katharine Furse and is affiliated to the Women’s Royal Naval Service Benevolent Trust (WRNSBT)

The objects of the Charity are to promote the efficiency of the women in the Royal Navy (RN) in the following ways:

1. By celebrating past achievements, preserving the history and traditions, fostering esprit-de-corps and comradeship and encouraging personnel to benefit from the experience of former members of said Service and of their predecessors in the Women’s Royal Naval Service (WRNS), in particular but not exclusively, by maintaining contact and binding together in practical friendship with each other.
2. By assisting with the relief of necessity and distress amongst serving and former serving members of the WRNS and serving or retired RN women and their dependants by referring them to the appropriate Service Charities.

The Association actively encourages serving members of the present Service to be aware of the history of the Women’s Royal Naval Service and the Association of Wrens and assists members in such other ways as the Trustees from time to time think fit.

The Association is administered by Trustees and supported by a Finance Committee. The day-to-day management of the Association is vested equally in the Office Administrators.

## Primary Purpose

Each Office Administrator will manage the routine daily business of the Association so that its objectives are achieved.

## Accountability

Each Office Administrator is accountable to the Trustees for the administration and execution of the Association’s business under the line management of the Chairman of the Association.

## Authority

Both Office Administrators are authorised to:

1. Sign correspondence of a routine nature in pursuance of Association business.
2. Maintain The Association database in accordance with the Data Protection Act and GDPR.
3. Maintain the SAGE Accounting system.
4. Undertake on-line banking payments supported by the Honorary Treasurer.
5. Counter-sign cheques drawn on accounts of the Association in settlement of properly authorised payment vouchers to a limit of £500. Either one Office Administrator may be a signatory on an individual cheque.
6. Undertake the banking of Association monies.
7. Liaise with the WRNS Benevolent Trust and other Service Charities.

## Principal Tasks

The principal tasks of each Office Administrator are defined in three categories:

1. Administration – As the central communications and administration hub, conduct the Association’s business in a manner that meets the requirements of the Trustees and Charity Commission, liaising with Association Branches, Informal Groups, members and with other Service Organisations.
2. Financial – Manage and maintain records of payments and receipts in conjunction with the Honorary Treasurer.
3. The Wren Magazine – Prepare and facilitate the production of the magazine as part of the Editorial Team.

## Secondary Tasks

Each Office Administrator is responsible for the execution of the following specific tasks:

1. **Administration**
2. At least twice daily, open mail and emails and action as appropriate, keeping the Chairman informed as necessary. Attend to outgoing mail.
3. Answer all telephone enquiries promptly. Action answerphone messages and update out of office message.
4. Provide practical and secretarial support to the President, Chairman and Trustees.
5. Be aware of the requirements of the Charity Commission. Circulate information received from the Charity Commission as required.
6. Maintain a diary recording all visits, events, and Association commitments.
7. Process new membership applications.
8. i) Process renewals and lapse non-renewals

ii) Send reminders to members who have not renewed their annual subscription.

1. Keep the Database up-to-date. Recording all member interactions as an audit trail.
2. Keep the Chairman informed of invitations received to AGMs, meetings of other charities, celebrations, and social events.

Pass invitations to members as directed by the Chairman. Utilising ‘event invitee’ report for those members who have requested to be notified.

Undertake ballot allocation of tickets to major events as directed by the Chairman.

1. Arrange Naval Base Security access as required. Escort visitors as required for which the use of a car may be required
2. Take a ‘Back up’ of all records at least weekly and store ‘back up’ away from the office at a different location. Done daily and weekly
3. Meeting support
4. Distribute Agenda and take Minutes of General Meetings and meetings of the Trustees and Finance committees; for which travel may be required
5. arrange the hire of suitable premises for Finance and Trustee meetings, the AGM and other meetings as required by the Association;
6. collate all business papers for Trustees and Annual General meetings;
7. arrange for refreshments at General, Finance, and Annual General Meetings;
8. Support other committees/working groups as required within working hours.
9. Annual General Meeting
10. In conjunction with the Honorary Treasurer organize the printing of the annual accounts and despatch of copies to our branches in advance of the AGM.
11. Write to Buckingham Palace requesting a loyal greeting from our Patron in time for the AGM.
12. Prior to the AGM confirm that our Honorary Legal Adviser is willing to continue.
13. After the AGM send out to each Branch and Informal Group the minutes and an updated address list of Trustees and Officers.
14. Keep a record of all Trustees’ appointments/tenure of office, advising the Chairman when Trustees are eligible for re-election or retirement. Ensure nomination forms for new Trustees are included in each Spring edition of *The Wren* magazine.
15. Co-ordinate the application for Cenotaph tickets and their distribution.

Order the wreath and crosses from the Royal British Legion for the Cenotaph.

Co-ordinate ticket attendance at the Field of Remembrance and distribute tickets.

1. Organise the Christmas cards to be signed by the Chairman and President.
2. Annually send the Branch return and membership lists appropriate to each Branch to the Branch Treasurer. If required, also send out the Chairman’s annual letter.
3. Monitor contracts for office equipment and ensure that all equipment is maintained.
4. Acknowledge legacies, donations and gifts between £25.00 and £50.00 from Members, Branches, and Organisations. Inform Treasurer of donations over £50.00 for her to acknowledge them.
5. Record deaths on Database, send email or letters of condolence which include a paragraph stating “The following notice will appear in the next edition of The Wren” to bereaved families and ensure that both Members and non-Members death announcement lists are checked prior to sending to the Editorial Team for inclusion in the magazine. Obituaries to be forwarded to the Editor prior to publishing on the website.
6. Ensure that all filing is kept up to date.
7. Refer branches to the Trustees for advice on all matters of administration, fund raising and general best practice including the establishment of branches and informal groups, and where necessary the closure of a branch.
8. Supervise the work and general welfare of any volunteers, providing training and support as required.
9. Liaise with the AOW Landlords (Defence Estates) and/or HMNB maintenance on matters of premises management.
10. Sales
    1. Order sales items as requested by the Sales Co-ordinator.
    2. Keep records of stock received and stock sold. Organise the annual stock-take in conjunction with the Sales Co-ordinator.
    3. Pass copies of all purchase invoices to the Sales Co-ordinator, and provide financial management information as requested.
    4. Ensure the secure stowage of all sales items.
    5. Process and despatch orders. Mail sacks to be taken to HMNB despatch office or local Post Office
    6. Annually review postage and packing rates in conjunction with the Hon Treasurer.
    7. Prepare the sales order form for inclusion in the magazine in conjunction with the Sales Co-ordinator.
11. Maintain Website Shop.
12. Welcome visitors to the Association office, liaise with Branch and non-Branch members and the general public as required.
13. Carry out such other duties as may be determined from time to time by the Chairman.

**2. Finance**

1. Account daily for all monies received from subscriptions, sales, legacies, and donations.
2. Maintain the SAGE accounting system, emailing data on a monthly basis to the Honorary Treasurer.
3. Undertake banking promptly of all monies received.
4. Maintain Gift Aid records and complete the annual Gift Aid return.
5. Manage the petty cash account keeping all appropriate records.
6. Reconcile the bank account monthly to the SAGE accounting system.
7. Maintain on-line access to bank statements.
8. Act as second signatory on Association cheques up to the value of £500.
9. Pay expenses, invoices, and other bills in conjunction with the Honorary Treasurer as required.
10. Keep a secure record of all credit card transactions.
11. Ensure all monies, passwords, and bank books are securely stowed in the safe.
12. Organise the change of signatories with the bank after the appointment/retirement of officers, in conjunction with the Hon Treasurer.
13. Issue purchase order numbers for all purchases. Liaise with the Honorary Treasurer regarding such purchases.
14. Ensure all finance records are retained for 7 years in accordance with accounting legislation.
15. Undertake additional tasks as may be determined by the Honorary Treasurer.

**3. Magazine**

1. Prepare articles for consideration by the Editorial Team and process the magazine layout in .pdf format for approval and printing. Use one drive to prepare for third party to prepare magazine layout
2. Liaise regularly with the Editorial Team, webmaster, website and Facebook co-ordinators on information and articles.
3. Provide the notices of deaths.
4. Prepare the address list for the Printer.
5. Co-ordinate the list of vision impaired members requiring the ‘Talking Wren’

**Hours of Work**

Office Administrator 1 – 22 hours per week

Monday 0900-1230 & 1300-1700

Tuesday 0900-1230 & 1300-1700

Wednesday 0900-1230 & 1300-1630

Office Administrator 2 – 22 hours per week hours as per Administrator 1

Note: Actual days by negotiation

**Leave**

Four weeks holiday per year pro-rata for p/t employment

Administrator 1 & 2 – 12 working days or 24 half days plus public holidays

Staff may not take leave at the same time except over Christmas and New Year

**Performance Review**

Appointment subject to a 6 month probationary period followed by a performance review.

Both Administrators will annually have the opportunity to discuss with the Chairman their roles.