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| **THE ASSOCIATION OF WRENS**  **AND WOMEN OF THE ROYAL NAVAL SERVICES**  Founded 1920  Patron: HRH The Princess Royal |  |

**ASSOCIATION OF WRENS PART TIME ADMISTRATORS PERSON SPEC**

**ESSENTIAL PERSONAL ATTRIBUTES**

* Strong communication skills both verbally and written A helpful, courteous approach
* Ability to engage with people at all levels
* Ability to work flexibly without supervision, either jointly or as a lone worker
* Good team working skills
* Ability to work under pressure to meet the varied requirements of the role
* An organised and accurate approach to work
* Ability to manage a diverse workload and prioritise tasks
* Appreciation of the history of women in the Royal Navy and an understanding of military veterans

**SKILLS & KNOWLEDGE**

**ESSENTIAL**

* The ability to continuously monitor and improve efficiency and effectiveness of office processes
* Strong IT skills including Microsoft Office / Word / Excel / Outlook / One Drive and knowledge of using the Cloud
* Strong numeracy skills
* Competence in dealing with money and using payment methods such as PayPal etc
* Confident in dealing with suppliers and any problems / ongoing queries which may arise
* An understanding of data privacy, databases and website management
* Experienced communicator with a wide diversity of enquiries
* The ability to work co-operatively with job share partner
* The ability to organise email and a large range of files and folders for shared use
* Experience of minute taking Experience of SAGE accounting systems, on-line banking and bank reconciliation (*note SAGE training available*)
* Awareness and understanding of registered charities

**DESIRABLE**

* Basic understanding of graphic design programmes
* Creative skills
* Knowledge of the WRNS and RN
* Empathy with work involving military veterans

**OTHER USEFUL INFORMATION**

* Confidence in undertaking off site work such as post and banking
* Car user to facilitate escorting visitors and/or deliveries to the Association Headquarters
* Ability to work with remote management, primarily the Chairman and Treasurer

**HOW TO APPLY**

Interested applicants, who meet the requirements, are asked to post or email their applications to

The Chairman

Association of Wrens

Building 1/87

Scott Road

HM Naval Base

Portsmouth, PO1 3LU

Or

[office@wrens.org.uk](mailto:office@wrens.org.uk)

1. Application to include a CV (no more than 2 sides of A4) detailing your education and relevant work experience

2. A supporting statement as to why you feel you are suitable for the role

Closing date: 28 January 2022

Interviews will be held during the w/c 7 February 2022