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

**Job title:** Office Administrator/Executive Assistant, Part-time, London

**Reports to:** Operations Officer

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

**Overview:**

This is 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, near to Buckingham Palace, the First Aid Nursing Yeomanry, known as the FANY for short. We work with civil and military authorities to support the resilience of London during times of crisis and for major events and our Commandant in Chief is HRH the Princess Royal.

Key attributes needed are strong IT and 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:**

* Office and diary management (central point of contact for the main office)
* Provide administrative and secretarial support for the Commanding Officer and Operations Officer
* Take minutes, prepare and circulate papers for Trustee and Regimental Board (Volunteer Senior Leadership Team) meetings
* 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
* 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**:

* 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 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 hours required are 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 admin, are super organised and genuinely enjoy working with people
* You are confident with IT and have excellent computer literacy (are comfortable working with the MS Office suite as well as databases and SharePoint in particular).
* (Training will be provided on our bespoke CRM system)
* Discretion, integrity, diplomacy and empathy are key; you need to embrace the history, values and aims of the FANY (PRVC)
* You are motivated by working for an organisation that has compassion at its core
* You have an open, friendly and approachable manner
* You have an ability to work on your own, as well as in a team and under pressure whilst retaining a calm disposition
* If successful you will need to have or obtain security vetting at SC level
* You will also be required to sign the Official Secrets Act
* As a Voluntary Sector organisation which supports Category 1 & 2 responders, you need to be willing to drop everything (within reason) to assist with operational deployments if required, though this tends to (fortunately) be quite a rare occurrence

**Application and selection process:**

* In order to apply, please can you send us:
	+ A completed application form (4 short questions): <https://www.fany.org.uk/News/join-our-team-2>
	+ A copy of your CV
	+ A video OR audio file (30 to 60 seconds) telling us why you want this role.
* Application window closes on 10th October; however if we receive sufficient responses, we may not consider any applications received after 3rd October.
* Shortlisted candidates will need to attend an Open Evening at our Headquarters in Westminster, London on Wednesday 23rd October from 1900-2000hrs and will be invited to an online interview taking place between 24th October – 6th November
* Start date is flexible but we are aiming for the successful candidates to start as soon as possible in the New Year.