



Association (Regimental) Secretary

Women's Royal Army Corps Association

The Women's Royal Army Corps Association is a service charity (206184) that maintains contact between its members through its geographical and online Branch structure and social events, and provides welfare grants, on a needs basis, to women who have served in the Auxiliary Territorial Service and Women's Royal Army Corps and their dependents. The office is in Winchester, there are 4 part-time salaried staff.

An Association (Regimental) Secretary is needed to join this small dynamic team. Responsibilities include: organising Trustee meetings and the AGM including acting as Secretary and producing concise minutes, planning and execution of events for up to 350 attendees, editing a biannual magazine, liaising with members and the geographical Branch network, overseeing the Association office and the Office Manager's responsibilities, managing the website and social media channels, answering external queries and liaising with external agencies.

The post is part-time 25 hours per week, core hours are required Monday to Thursday, remaining hours by negotiation. Annual salary £28.5K, pro rata £19K for 25 hours per week.

Closing date: Monday 3rd April 2017, interviews week commencing 17 April 2017. A job description can be obtained from our website www.wracassociation.org.uk/newsandevents. Applicants should submit a covering letter and CV to ali.brown@wracassociation.org.uk.