

## Controller Royal Engineers Association (REA) - Job Vacancy

<b>Position Title:</b> Controller REA
<b>Location of Post:</b> Ravelin Building, Prince Arthur Road, Chatham, Kent ME4 4UG (located in the RE Museum building)
<b>Date Post Available:</b> 01 January 2018
<b>Salary:</b> £40,000 per annum
<b>Length of Contract:</b> Permanent
<b>Leave:</b> 30 days per annum plus 9 public holidays
<b>Employment Type:</b> Full Time 0800 hrs – 1630 hrs Mon to Thu, Fri 0800 hrs to 1600 hrs.
<b>Standard Hours:</b> 37.5 hours weekly.
<b>Relocation Expenses:</b> The post does not offer any relocation expenses
<b>Parking:</b> There is adequate free parking available to RHQ RE employees
<b>The Organisation:</b> The Royal Engineers Association (REA) is the Regimental Association of the Corps of Royal Engineers. The original REA was founded in October 1912 under the name of The Royal Engineers Old Comrades Association. The Aims of the Association may be interpreted to be: <ol style="list-style-type: none"><li>a. To promote and support the Corps among members of the Association in the following ways:<ol style="list-style-type: none"><li>(1) By fostering esprit de corps and a spirit of comradeship and service.</li><li>(2) By maintaining an awareness of Corps traditions.</li><li>(3) By acting as a link between serving and retired members of the Corps.</li></ol></li><li>b. To provide financial and other assistance to serving and former members of the Corps, their spouses, widows, widowers and dependants who are in need through poverty.</li><li>c. To make grants, within Association Guidelines, to the Army Benevolent Fund and to other charities that further the objectives of the Association.</li></ol> <p style="text-align: center;">The motto of the Association is "Service - Not Self"</p> <p style="text-align: center;">Further information about the Association, visit the REA website <a href="http://www.reahq.org.uk">www.reahq.org.uk</a></p>
<b>Summary of Role:</b> The Controller is the principal staff officer of the REA, responsible to the Chairman for the day to day running of the Association. Importantly he leads a small staff and manages the large network of REA branches across the country. This is a role with little back up and consequently carries great responsibility.
<b>Essential and desirable criteria</b> <ul style="list-style-type: none"><li>• Applicants must have served in the Corps of Royal Engineers and have a detailed knowledge of Royal Engineer history, customs and Association organisation.</li><li>• A working knowledge of Microsoft Word, Access and Excel is essential.</li><li>• A working knowledge of charity finances and regulations is desirable.</li></ul>
<b>Job Description:</b> The main role of the Controller is to manage the Royal Engineers Association (REA), specifically to ensure the REA: <ul style="list-style-type: none"><li>• complies with the objectives defined in the REA 5 year Strategic Review as directed by the REA Trustees</li><li>• complies with the Charity's Objects and Rules</li><li>• carries out all policy aspects of Royal Engineers welfare concerning serving and retired officers, soldiers and their families</li><li>• engages and involves itself with wider Corps affairs in order to maximise the interactions and relationships of the Corps' different elements for bigger gain. (Current main effort)</li><li>• actively supports the through-life aspects of the Corps</li><li>• complies with Charity Commission guidelines and its guidelines for Financial Control.</li></ul>
<b>Key areas of responsibility are:</b> <ul style="list-style-type: none"><li>• Take charge of the HQ office and lead a staff comprising an Assistant Controller and 3 clerical assistants</li><li>• Report to and advise the Major General chair of the REA and the Corps Colonel Royal Engineers.</li></ul>

- Satisfy the REA Strategic Objectives (attached)
- Adviser, through the Corps Colonel, to the Chief Royal Engineer on all aftercare policy on death, serious injury and medical discharge of soldiers and officers.
- Oversee and manage all policy aspects of REA welfare concerning serving and retired officers and soldiers and their dependants.
- As REA delegated budget holder, authorise all financial expenditure.
- Liaison and co-ordination with all other welfare agencies, the MOD and RE units in support to injured military personnel.
- Make decisions that have potential for high impact, positive or negative on vulnerable individuals'.
- Planning, administration and coordination of top level Association meetings.
- Planning and coordination of annual core programme of commemorative events and those of historic significance.
- Attendance at Corps weekend functions and Branch functions as required.
- Adviser to Association Committees and the Chief Royal Engineer on the management and support of over 100 Association branches throughout the UK and overseas.
- Compiling REA input to the Journal of the Corps of Royal Engineers (The Sapper Magazine).
- Fostering "esprit de corps" within the RE Association
- Line Manager for 1 x Civil Servant and 3 x Charity Employees

To apply for the post please submit a CV. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence.

CVs should be sent to: The Controller, HQ REA, Ravelin Building, Brompton Bks, Chatham, Kent ME4 4UG

Alternatively, CVs may be submitted by email. Please use the following email address:

[controller@rhqre.co.uk](mailto:controller@rhqre.co.uk)

Closing date for applications – 8<sup>th</sup> September 2017

## REA Strategic Objectives

Objective 1. To define, fund and deliver a quality and flexible response to those in need of REA benevolence.

Method:

- a. Continually monitor the demographic profile and needs of the serving sapper, the former sapper, his wife or husband, widow or widower or partner and their dependent children by developing and refining our understanding of our applicants.
- b. Share information with others to create and deliver new services to help those in need.
- c. Ensure that those in need are helped and are aware of the further assistance available from the REA and other service charities.

Objective 2. To foster and engage a strong base of members throughout the UK and overseas.

Method:

- a. Implement new measures to retain and recruit members.
- b. Develop new national and geographic Branches where possible

Objective 3. To capitalize on our financial resources in a comprehensive way to allow the REA to meet its objects.

Method:

- a. Closely monitor the performance of the REA investments to capitalise on our returns for our benevolence needs.
- b. Comply with all Charity Commission legislation, Financial Reporting Standards and Statements of Recommended Practice and all associated propriety.
- c. Manage our assets to enable us to meet current needs and future commitments.
- d. Monitor and refine our reserves policy to ensure the longevity of the charity

Objective 4. To ensure our culture, structure and processes enable strong leadership, timely decision making and effective administration.

Method:

- a. Ensure that the REA conducts its affairs in accordance with best practice, regulations and the REA Deeds of Trust.
- b. Provide and promote training and development opportunities to enable trustees and staff to carry out their roles.
- c. Consult our membership body, through the committee system, and implement new measures to ensure that it remains both vital and viable.
- d. Monitor risks to the organisation through a Risk Register and ensure that they are minimised/mitigated through preventative procedures. Elevate key risks to the Chief Royal's Committee Risk Register.

- e. Regularly review the committee structure and staffing levels in order to ensure that we have the people and resources necessary to be a thriving, professional and cost effective charity.

Objective 5. To facilitate closer co-operation of organisations sharing similar objectives.

Method:

- a. Seek closer co-ordination and co-operation with other organisations that support the Serving or ex-Service Community such as the Army Benevolent Fund - The Soldiers Charity, SSAFA, The Royal British Legion, COBSEO and others.
- b. Foster the support of key influencers in the charity sector to further the REA's mission.

Objective 6. To create, maintain and expand awareness and maximise the Association's interactions and relationships with the wider family of the Corps.

Method:

- a. Develop briefing programmes to inform the serving Corps providing them with coherent and consistent messages about the work, achievements and relevance of the REA.
- b. Define and communicate our aims and values as widely as possible within our own organisation.
- c. Support the Chief Royal Engineer's Intent.
- d. Develop initiatives that deliver tangible benefit to the serving and veteran community of the Corps and maximise the interactions and relationships of the Corps' different elements for bigger gain.
- e. Encourage members to participate in local awareness raising activities.

Objective 7. To facilitate, through the provision of funds, those events and reunions as approved by the Trustees.

Method:

- a. Facilitate at least two Trustee meetings per annum or as required.
- b. Facilitate the Annual General Meeting in accordance with the REA Rules.
- c. Facilitate an REA Annual Dinner
- d. Facilitate at least two REA Management and subsidiary committee meetings per annum.
- e. Facilitate regular Benevolence meetings.
- f. Facilitate Veteran gatherings at Chilwell, Minley, Chatham (The Corps Memorial and Veterans Weekend) or for occasions or additional events where and when applicable.
- g. Facilitate an annual 'Sapper Sunday' event at the Royal Hospital Chelsea