



## Special Interest Group Coordinator - Job Description

July 2023

### About the Royal Naval Association (RNA)

The RNA is a multi-generational, diverse, and inclusive organisation that upholds the finest traditions of our Naval forces whilst embracing the future. Membership is open to current and former Naval Forces personnel including, RN, RM, WRNS, QARNNS, RNR, RMR, RFA, RNXS and their families. Membership is also open to Merchant Navy veterans (and their families), if they are holders of the Merchant Navy Association Veterans Badge.

The role of the Special Interest Group (SIG) Coordinator is a 12-month funded Grant from the Royal Navy and Royal Marines Charity as part of a wider Armed Forces Covenant Fund Trust initiative to increase capacity in services and initiatives that offer supportive comradeship, engagement and wellbeing to the Armed Forces community impacted by events from recent conflicts. The successful candidate will be part of a critical piece of work to continue the development of the RNA as we actively seek to engage with the Serving members of our Naval Forces and Veterans of working age whilst continuing to support our current membership. We would particularly welcome applications from Veterans of working age from all 3 services as well as other applicants. The aspiration is that this 12-month program will identify the need for this position and it will continue to be funded beyond its current end date.

### Job Details

- Job Title: SIG Coordinator
- Location: RNA Central Office, HMNB Portsmouth (occasional travel and overnight stays may be necessary to support events around the UK)
- Status: Negotiable; either Full-time 5 days/wk 37.5 hours or Part Time 4 days/wk 30 hours
- Salary range: £30000- £32000pa (depending on skills and experience), pro rata if required
- Benefits: 10% employers pension contribution
- Holiday: 30 working days plus Public/Bank holidays, pro rata if required
- Reporting to the Chief of Staff (CoS)

### Overall Purpose

The role of the SIG Coordinator is to contribute to the delivery of the Objectives of the Association as incorporated by Royal Charter and increase the RNA's impact by developing and delivering the Association's communications, engagement, SIGs and influencing work with key stakeholders.

### Aim

The aim of this programme is to make the RNA more appealing to a younger cohort of members who are more likely to be attracted into an organisation where they can pursue their interest, hobby, sport or pastime. The outcome of which is a younger membership engaged in peer activities which evidence has shown increases mental health resilience and general wellbeing thus reducing the burden on crisis mental health intervention downstream. The RNA has already had partial success in this area and will use this project to grow this area of membership. The project will identify and engage with veterans of working age, who have not yet joined a peer support group such as the RNA and encourage them to join via one of the many SIGs or indeed form new ones to meet the demand.

#### Royal Naval Association

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**T** 02392 72 3747  
**W** [royal-naval-association.co.uk](http://royal-naval-association.co.uk)



## Role Overview

- The SIG Coordinator is responsible to the CoS for the delivery of coordinated engagements and influencing activities across the RNA's membership, promoting the RNA strategic objectives.
- The SIG Coordinator is responsible to the CoS for the establishment of new SIGs and development of existing SIGs.
- Core to the role will be to establish and deliver innovative ways of developing the RNA's Membership based around sport and hobbies, recruiting serving members of our Naval Forces and RN Veterans of working age as well as supporting our current membership.
- Support the Head of Communications (HoC) in the delivery of the Communications, Marketing and Promotion plan.

## Role Responsibilities

- The SIG Coordinator is to meet the following Outcomes in accordance with the RNRMC Grant I1278 Engagement and SIG Programme
  1. Engagement in comradeship activities that are relevant to current and potential members, to support wellbeing.
  2. Able to access support from Regimental and Service Organisations to support wellbeing, resilience and good mental health
  3. Compiling the Interim Report in February 2024
  4. Compiling the End of year Report in August 2024
- To interact with the serving members of our Naval Forces as well as those who are transitioning out of the service either voluntarily or via the Medical Board of Survey.
- Identify opportunities to establish new Branches and or SIGs.
- Plan, co-ordinate and deliver a varied range of sporting and non-sporting activities to support and develop existing and potential SIGs.
- Represent the Association externally as required.

## General Responsibilities

- Conducting specific activities outside of the immediate SIG Coordinator role as directed by the CoS.

## Skills and Knowledge

### Essential

- Strong communication skills, both verbal and written, together with a courteous, flexible and helpful approach to engaging with people at all levels (a short example of written work will be required from those invited for interview).
- Ability to work on own initiative without supervision, and to work under pressure to meet deadlines.
- A highly organised approach to work, with a good level of accuracy and attention to detail.
- Ability to manage a diverse workload, priorities tasks, and deliver work to agreed deadlines.
- Ability to take the initiative, be creative, and to come up with original ideas.
- Good IT skills, including Microsoft Office (Word, Outlook, and PowerPoint).
- Good inter-personal skills and good team working skills.
- Full UK Driving Licence
- A respect for the Royal Navy and an appreciation of its traditions, characteristics and workings.



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## Desirable

- Good contacts within HMS TEMERAIRE and the wider Military sports associations and clubs.
- Awareness and understanding of the role of charitable trusts and foundations.
- An understanding of, and empathy and knowledge of the work of the Service Charities.

## Personal Attributes

- Good Communicator (Verbal and Written)
- Excellent Interpersonal Skills
- Integrity
- Intellect
- Sound work ethic
- Determination
- Flexibility
- Cultural and inter-personal awareness and sensitivity
- Initiative, subtlety and the ability to work collaboratively

## How to Apply

We invite interested candidates, who meet the requirements, to email their applications to [admin@royalnavalassoc.com](mailto:admin@royalnavalassoc.com). Applications must include:

1. A covering letter explaining how your skills and experience fit the role
2. A CV (no more than 2 sides of A4) specifying your qualifications, education and relevant work experience.

The Chief of Staff, Chris Trevethan, would be happy to discuss the position with prospective applicants. This can be arranged through the email address given above. For more information about the Royal Naval Association visit: <https://linktr.ee/rnassociation>

**Closing date: Thursday 17 August 2023**

**Interviews will take place on Thursday 31 August 2023**

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