

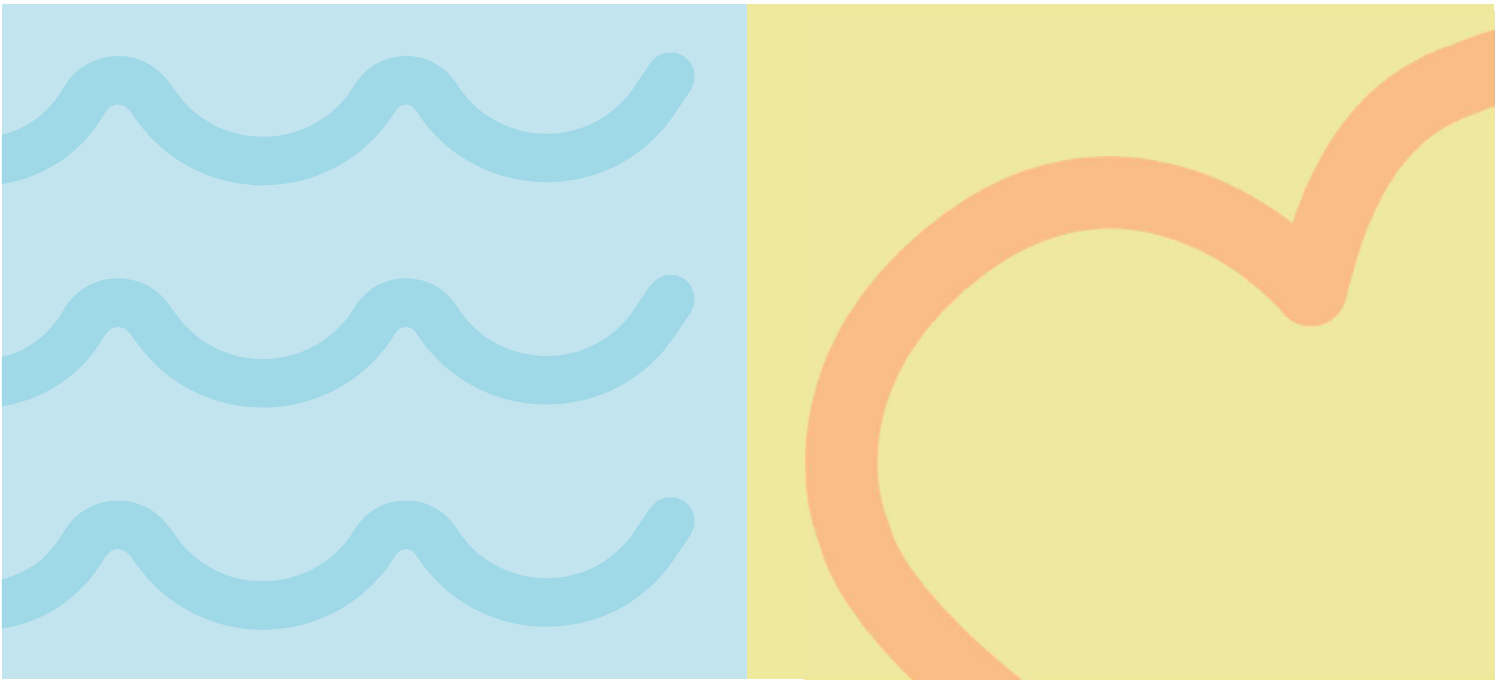


Candidate recruitment pack

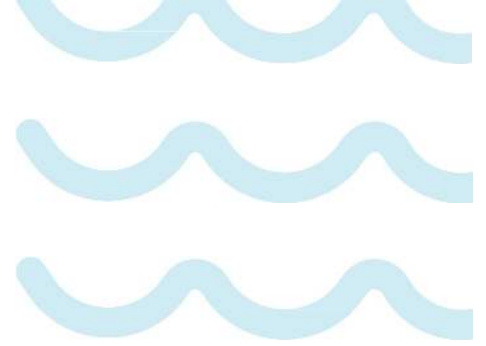
Join us in improving the wellbeing and development of our Naval children and young people.

Our Vacancies:

Administrator (Maternity Cover)



Foreword



Dear Candidate,

I would like to thank you for considering applying for one of our exciting vacancies at the Naval Children's Charity. Hopefully this Candidate Recruitment Pack will be helpful in supporting you to find out more about us as an organisation, and potential new employer. It includes some encouragement to get in touch and have a conversation with us if you are thinking about applying, and details on the application and recruitment process itself. We would love to hear from you, please give us the opportunity to showcase to you why we could be a great next step in your career.

This is a great time to join the Naval Children's Charity. We have changed and grown significantly over the past few years, despite the challenges of the pandemic and other global stressors. We have redefined our Mission and Vision and our Team have worked hard to develop our work culture and how we can best support our children and young people.

Part of our new strategy is to put the voice of the Naval child/young person at the heart of what we do. Our new Youth Council are really helping us develop our support offer and ensure that we are hearing and meeting their needs.

We aim to provide a consistent, fair and inclusive application process which is why we ask you to fill out an application form. We do want to get to know you as a person as part of this process so please tell us as much as possible about yourself.

We are currently a Bronze Award member of the Armed Forces Covenant's Employer Recognition Scheme. We are Armed Forces friendly and welcome applications from reservists, veterans, military spouses and partners.

We look forward to hearing from you.

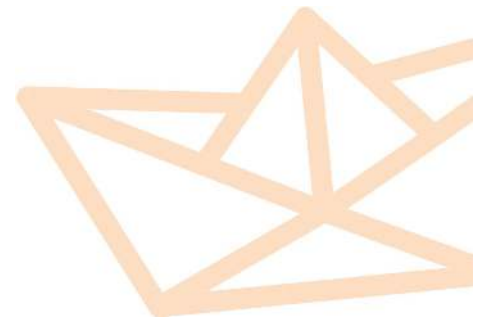


Clare Scherer MBE

CEO, Naval Children's Charity



About us



The Naval Children's Charity (NCC) are dedicated to improving the wellbeing and development of Naval children and young people.

We provide a wealth of support, guidance and resources to help dependant children (up to and including the age of 25) whose parents/guardians serve or have served in the Royal Navy and who are in need, hardship or distress. With a team of caseworkers in Portsmouth, Helensburgh and Plymouth, we offer financial assistance, free resources and a range of opportunities to address the challenges that children and young people face as a result of their parents' service.

2025 saw us celebrating our Bicentenary. 200 years since the first orphanage was opened in Portsmouth. We are so proud of our rich heritage and working together to ensure we continue to evolve and respond to the challenges that our children and young people face.

We have a long history of Royal Patronage and deeply proud that this continues with HRH The Princess Royal picking up this role in 2025.



Our mission

To support the wellbeing and development of children and young people from Royal Navy and Royal Marines families, serving and veteran, in recognition of the unique situations they and their families face.



Our vision

That every Royal Navy and Royal Marines child and young person has their spirit and talent unlocked, giving them a brighter future and helping them to realise their full potential.



Our values

- Collaborative
- Trusted
- Empathetic
- Children and young people at the heart of what we do.

What we do

Wellbeing and development support for children and young people.



Support for Parents/Carers



Advice and guidance



Support and opportunities for children/young people



Mental health



Bereavement



Family breakdown



Disability, illness or injury



Neurodiversity / SEND / ALN



Financial / debt



Advice and guidance



Education



Wellbeing Packs

Vacancies

Job Title – Administrator (Maternity cover)

Part time: 20 to 25 hours per week negotiable, maternity cover for 6 months with possible extension to 9 months

Salary: £16,000 to £20,000 (FTE £29,000)

30 days annual leave (FTE), 7.5% matched pension contribution

Location: this is an **OFFICE** based role in Portsmouth

Line manager: Head of Finance



Job Description

The Naval Children's Charity provides financial and holistic support to children and families around the UK. We work closely with other charities, have our own team of caseworkers and use an external Armed Forces group case management system, Mosaic, run by SSAFA as well as a bespoke internal database of our beneficiaries, Beacon and a platform called Lightning Reach to receive applications.

The Administrator is responsible for managing internal data and providing comprehensive administrative support across the Charity. This role ensures that records are accurately maintained and updated and works closely with the Office Administrator to support the Charity's delivery to beneficiaries, head office operations, the Life Chances Programme and the Triage Caseworker Team.

Specifics of Role

- Reports to the Head of Finance.
- Works closely with the Senior Leadership Team, caseworking team and the Office Administrator.
- Ensure confidential handling of all information concerning beneficiaries in accordance with the Naval Children's Charity's confidentiality and data protection policies.
- With the Office Administrator, to be responsible for all data input into the Charity's internal database.
- Support the Office Administrator to be responsible for all data download and inputs into Mosaic and downloads from Lightning Reach.
- To ensure that all data input is accurate and completed in a timely manner, adhering to monthly and quarterly deadlines.
- To provide administrative support to the Senior Leadership Team, and casework team as required
- Such other relevant duties as may be assigned from time to time.

General duties:

- Keep thorough, confidential and systematic records of all matters concerning enquiries, applications, and grant awards in accordance with The Naval Children's Charity's data protection policies
- Regularly update personal training and skills
- Such other relevant duties as may be assigned from time to time

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| Essential | <ul style="list-style-type: none">• Previous experience in an administrative role• Confident using IT including Microsoft Office 365: Teams, Word, Excel, Outlook• Experience of recording information into a CRM (training will be provided)• Demonstrate high levels of accuracy and attention to detail |
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| | <ul style="list-style-type: none"> • Strong communication, organisational and record keeping skills |
| Desirable | <ul style="list-style-type: none"> • Familiarity with the Royal Navy and the Service charity sector |
| Personal qualities | <ul style="list-style-type: none"> • Adherence to NCC's values • Integrity, honesty and professionalism at all times • Able to treat all people with respect and dignity • Willing to take responsibility for actions and remain accountable • A team player |

The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the Charity. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.

The Naval Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and associated professionals to share this commitment.

Next steps

To apply, please complete the application form on our website and submit it alongside a letter/personal statement setting out the values, skills and experience that you have that make you suitable for this role to Jo McEvoy, Head of Finance, by the deadline indicated below.

We hope that this candidate recruitment pack has piqued your interest in joining us and we would actively encourage you to have a pre-application chat if you would like to do so. To arrange please contact Jo McEvoy, Head of Finance at jo.mcevoy@navalchildrenscharity.org.uk

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|-------------------------------------|------------------------|
| Deadline for applications | 2 nd March |
| In-person interview (In Portsmouth) | 13 th March |

Applications will be assessed as they are submitted on a rolling basis so early application is encouraged.



The Naval Children's Charity aims to provide help and support for children and young people who, through personal circumstances, are in need, hardship or distress. Our Vision is to be ready in a changing future to ensure that every deserving and eligible child has information and access to support from the Naval Charity Sector – because a society that has children at its heart is a better society for everyone.

Naval Children's Charity

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www.navalchildrenscharity.org.uk

02392 639534

Registered CIO: The Naval Children's Charity 1160182 and SC052322 in Scotland.