JOB DESCRIPTION

JOB TITLE:	Regimental Secretary
REPORTING TO:	CEO
DIRECT REPORTS:	BW Association Administration Assistant (Part time) BW Association Volunteers
LOCATION:	The Black Watch Castle and Museum, Balhousie Castle
JOB TYPE:	Part-Time (equivalent of 2 days/week – variable hours/days inc. occasional weekends and evenings)
PAY:	The rate of pay for this role is equivalent to £40,900 per annum if it were Full time, however, this post is Part time at 2 days per week ("0.4 FTE"), therefore the gross annual pay is £16,360.

ABOUT THE BLACK WATCH REGIMENTAL TRUST

The Black Watch Regimental Trust is a registered charity operating an award-winning visitor attraction, The Black Watch Castle and Museum, based on Hay Street, Perth, which comprises Balhousie Castle, The Black Watch Museum, Gift Shop and Bistro.

Our dedicated Team works toward delivering the three key objectives of our Mission, to: Provide Welfare / Promote Comradeship / Preserve Heritage.

More details on our Mission are available via the "Support Us" pages of our website or via: https://heyzine.com/flip-book/55454f85cb.html

PURPOSE OF JOB

The Regimental Secretary is the principal management lead for all matters regarding the people of The Black Watch, with a focus on support to comradeship, memorial and welfare provision to all members of the Regiment and the wider Black Watch Community. The position provides the face and main point of contact for all Regimental affairs and acts as the conscience, protector and champion of the interests of the Regimental reputation and the interests of our people. The Regimental Secretary is responsible for day-to-day management of The Black Watch Association, and is expected to act as the Association voice within The Black Watch Regimental Trust.

MAIN DUTIES AND RESPONSIBILITIES

Black Watch Association: Under the supervision of the CEO and working to the direction of the Chair of the Association to:

- Act as the Head of Department of the Black Watch Association which is a department of The Black Watch Regimental Trust, including acting as the Secretary to The Black Watch Association Committee.

- As Secretary to the committee to be responsible for the oversight and coordination of Association projects for:

    - **Comradeship**: The provision of opportunity to connect, commemorate and celebrate service in the Regiment for all Association members. This includes the promotion of engagement and reunions, including standing events such as the Aberfeldy Muster and the Regimental Reunion.
    - **Welfare**: The oversight of the Welfare Committee and implementation, on behalf of the Committee, on the governance, relevance and activities of Welfare provision to Association members and entitled family members. This will include the revision of Welfare Committee terms of reference and membership as required and agreed by The Black Watch Regimental Trust.
    - **Memorial**: The oversight and coordination of all activities, events and locations which contribute to the memory and celebration of The Black Watch. This will include oversight of all physical and virtual memorials, including supervision of fundraising and implementation of new projects (such as the National Memorial Arboretum project). This will also include the coordination of memorial events which commemorate the campaigns, people and activities of the Regiment. The Regimental Secretary will be the principle Black Watch registrar (e.g. tracking promotions, appointments, and recording of death of its members) for the Trust.

Liaison:

- Act as the coordinating authority on behalf of the Committee to all Association branches and official groupings (e.g. geographical Association branches and wider groups such as the Pipes and Drums)
- Act as the point of liaison with the Army, including all Regular and Reservist units, primarily Regimental Headquarters of The Royal Regiment of Scotland, The Black Watch, 3rd Battalion Royal Regiment of Scotland, 51st Highland 7th Battalion The Royal Regiment of Scotland and with The Black Watch Army Cadet organisations.
- Act as liaison to all Association members as required and to be the principal focus for those members who have been wounded and the bereaved families.

Communications: Working with The Black Watch Regimental Trust's Marketing and Communications Manager to ensure that content and campaigns are consistent with the interests and needs of our membership. Act as the Black Watch Association's managing editor for its contribution to The Black Watch magazine – The Red Hackle.

BW Regimental Trust and Administrative:

- Prepare the annual budget for the Association department, in conjunction with the Finance Manager, as part of the central budgeting process and the control of Association expenditure as the budget holder.

- Act as the Head of Department for the Association at Trust and Castle meetings and ensure the coordination of events and activities across the other departments as they affect the Association.

- Understand and comply with the Trust's Health & Safety, GDPR and other management and statutory policies and procedures.

- Be an active member of the Management Team including attending HOD Meetings; being Duty Manager; Duty First Aider (if applicable); Fire Evacuation Marshall; etc. as required.

- Attend as ex-officio The Black Watch Regimental Trust Board Meetings and the Museum and Archive Trust sub-committee.

- Support the future development of the Regimental Trust's Foundation and its strategy, which will include fundraising and the awarding of Black Watch Regimental grants.

SKILLS AND EXPERIENCE

Essential:

- Knowledge of and empathy with military service and the needs/requirements of veterans and their families.

- Experience of project management and oversight or management of teams and committees.

- An empathetic personality who can work with a diverse range of people with an understanding of their issues and motivations, particularly those with former military service.

- A credible person with gravitas, able to deal equally with the Royal Household, local political leaders, the families of those killed in action, members of the public or members of the Association.

- An organised manager, who has proven experience of delivering with little supervision in a flexible working environment, adjusting to the needs of the time.

Desirable:

- A passion and knowledge of The Black Watch – our history, our people and our legacy.

- A passion and drive for the interest of veterans. Not necessarily working experience, but a knowledge of the issues they face and the current trends and policy.

- Experience of day to day project management.

- Working with the support of financial professionals in the design, oversight and delivery of an annual budget to be on target.

- Ability to work with a wide range of agencies in the interests of our members, with a priority on the serving Army and local authorities,

Other Duties and Conditions of Service

The post holder is expected to work to further the mission and aims of The Black Watch Regimental Trust, and to comply with the organisation's policies and procedures.

Some duties may require working on a Saturday or Sunday, for which a week day, in lieu, will be taken to compensate.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the CEO or the Association Committee Chair.

This job description will be reviewed periodically and The Black Watch Regimental Trust reserves the right to vary the duties within the job description in line with the needs of the organisation.

Benefits:
Generous holiday allowance (including a 4-day shut down period over the Christmas and New Year period)

- Workplace pension scheme
- Free staff lunch
- Free on-site staff car parking
- Free Museum entry for family and friends
- Employee discounts (20% off eligible purchases in the Bistro and Gift Shop)
- Attendance at company events
- Use of ASVA cards to visit other member attractions free of charge
- Staff development opportunities

Language:
- English (required)

Work authorisation:
- United Kingdom (required)

Work Location: In person

We reserve the right to close the job application process at any time and without notice.

Please submit your CV with a Covering Letter.