

JOB SPECIFICATION FOR FAAOA ADMINISTRATION DIRECTOR

The Administration Director is responsible to the Honorary Secretary. Working from the Association Office at the Naval and Military Club the key tasks of the appointment will include

- Providing a first-point-of-contact for member enquiries.
- Building and maintaining relationships with the membership,
- Liaison with the Chairman, Secretary, Treasurer and Committee Members
- Managing all aspects of the administration of the Association office including the maintenance of records, the membership database and all statutory and association records
- Liaison with the Naval & Military Club management
- Ensuring that routine correspondence is dealt with promptly and appropriately
- Servicing key FAAOA events including annual Taranto Night dinner, Committee meetings and AGM.

This appointment is a key role in the Association. Applicants will be expected to demonstrate

- Sound administrative skills and the ability to work on their own initiative
- Excellent telephone manner
- An ability to communicate effectively with a wide range of serving and retired members
- A commitment to producing high quality work – with a keen eye for detail
- Willing to “go the extra mile” – obtaining job satisfaction from a job well done
- An understanding and experience of MS Office (Word, Access etc) and website management skills
- Experience organising special events and visits

Whilst service in or with the FAA would be a considerable advantage, an understanding of the service, its heritage and role is important.

The terms and conditions of this appointment are reasonably flexible. However, occasional unsocial hours and travel (in UK) may be required.

Letters of application accompanied by a CV should be emailed no later than 14 December to The Honorary Secretary, B A Naylor
faaoa@fleetairarmoa.org