



An exciting opportunity has arisen within Regimental Headquarters, The Parachute Regiment for a Full Time Regimental Association Administrator.

Closes Midnight 31st Jan 2025

The Parachute Regimental Association (PRA) is our nationwide network that connects our veterans, with 77 branches and a high tempo of activities from high profile commemorative events to fundraising activities, walks and visits, informal reunions and get togethers. The PRA Headquarters is an integral part of Regimental Headquarters (RHQ PARA), based in Merville Barracks, Colchester. Whilst working routinely for the PRA you will be officially employed and administered by our sister charity, The Parachute Regiment and Airborne Forces Charity (PRAFC).

The successful applicant will join a small team within RHQ PARA, providing the core administrative function to the Parachute Regimental Association. The candidate will have proven experience in office administration, will need plenty of initiative, capable of working with limited supervision to provide support to our veterans Association. In addition, previous experience of working in the veteran sector would be beneficial. The appointee must have excellent interpersonal and IT skills and be a highly competent administrator.

The successful candidate will be expected to:

- Provide clerical support to the Regimental Association and Regimental Headquarters.
- Advise, support and communicate with our veterans by email phone and in person.
- Maintain content and monitor websites and social media. Monitor social networking sites.
- Provide administrative support at Association and Regimental events.
- Maintain and control databases of our veterans.
- Take the minutes at the charity's meetings.
- Work collaboratively with PRAFC colleagues and other departments within RHQ PARA.

Location - Merville Barracks, Colchester CO2 7UT

Travel - There is a requirement to attend conferences and meetings regionally and in London whenever the need arises; therefore, a current driving license would be preferred. Accommodation, subsistence and travel when not in office will be provided or compensated for.

Salary - The salary on offer will be between £23,873 and £27,284 depending on experience.

Hours – 37.5 per week - flexible. Occasional weekend work. Overtime paid as Time Off In Lieu.

If would like to apply for this role, please send a Covering Letter and your CV to admin@prahq.com by midnight on 31st Jan 2025