

## **JOB ADVERTISEMENT**

### **POST TITLE: ROYAL ARTILLERY MESS SECRETARY**

**GRADE:** N/A but a member of the Regimental Headquarters' Senior Leadership Team operating at the Higher Executive Officer level.

**WORKING PATTERN:** Full time. A minimum of 5 days a week at Larkhill, with occasional evening and weekend working.

**DATE VACANT:** Friday 20 March 2026.

### **INTRODUCTION**

The Royal Artillery (RA) Mess is both the physical and symbolic home of the officers of the Royal Regiment. This grand listed building is more than a residence: it is a focal point for Artillery identity, heritage and engagement – and a key enabler of the Regiment's key external relationships.

It is a premier event space, hosting numerous high-profile defence, business and social occasions for stakeholders from across the Army, government and industry.

We're looking for the right person to be custodian of this important building – which also houses the Regiment's collection of silver and paintings. They will need the energy, judgement, and drive to build on the significant renewal of the Mess achieved in recent years, to continue expanding its role as a vibrant, outward-facing hub for the Regiment – as well as a home.

### **JOB PURPOSE**

The Mess Secretary is the senior coordinating figure responsible for the day-to-day running of the RA Mess, acting as the primary liaison between the Royal Regiment and its contracted service providers (Sodexo and Aspire), while ensuring the Mess remains efficient, welcoming, prestigious and aligned to the ethos and traditions of the Royal Artillery.

The postholder is responsible for cohering all Mess activity; managing accommodation, bookings and events; administering membership and Mess policy; safeguarding heritage assets; supporting income generation; and advising the Mess leadership on all matters relating to the functioning and welfare of the Mess and its community.

### **KEY RESPONSIBILITIES**

Working under the direction of the Regimental Colonel (Mess Chairperson) and the President of the Mess Committee (PMC) (a role tied to the Commanding Officer of 14 Regiment Royal Artillery who is also the Line Manager for this post), the Mess Secretary will:

#### **Coordination, Governance & Policy**

- Act as principal liaison with Sodexo (catering, accommodation and life-support services) and Aspire (hard facilities management).
- Maintain and implement Mess policy, including revision and publication of RA Mess Rules.
- Serve as Secretary to the RA Mess Executive Committee, and record/issue minutes for Executive, General and Extraordinary Mess Meetings.

- Maintain oversight of Mess correspondence, enquiries and formal communications including the handling comments, complaints and suggestions.

### **Events, Functions & Engagement**

- Oversee the full Forecast of Events and the daily Mess Commitments Diary.
- Prioritise and allocate Mess use for dinners, lunches and functions in accordance with Mess Rules.
- Act as a Project Officer for major Royal Artillery functions (e.g. RA Spring Dinner, Alamein Dinner, St Barbara's Day Lunch, RA Cocktail Party) in support of Regimental Headquarters direction.
- Support guided tours, formal visits and high-level hosting.

### **Accommodation & Facilities Management**

- Serve as accommodation gatekeeper for Permanent Staff, transitees, VIPs and students.
- Oversee allocation of official event accommodation in conjunction with Garrison Management Team (GMT) and Royal Artillery units.
- Maintain oversight of the upkeep of the Mess communal and accommodation spaces.

### **Heritage, Assets & Stewardship**

- Manage and administer Mess heritage and assets including, silver, property and wines. RA Mess Silver Room, ensuring loans are recorded, appearance maintained and security guaranteed.

### **Administration & Membership**

- Maintain records of Honorary, Associate and Retired Mess Members.
- Conduct annual review of Mess subscriptions, charges and fees, and advise PMC and Treasurer.
- Process Retired Mess Membership applications and ensure fees are collected.

### **Leadership & Wider Responsibilities**

- Advise PMC, Chairperson and Mess staff on policy, operational issues and decision-making.
- Provide direction, guidance and support to Mess staff in delivery of contracted outputs.
- Deputise for Deputy PMC and Mess Treasurer as required.

## **JOB & PERSON SPECIFICATION – KNOWLEDGE, SKILLS AND EXPERIENCE**

### **ESSENTIAL**

- Proven management and leadership experience.
- Strong planning, organisational and multi-tasking ability.
- Exceptional written and verbal communication skills.
- High IT literacy, including Microsoft Office and familiarity with digital platforms.
- Tact, diplomacy and sound judgement in navigating competing demands.
- Ability to work confidently with stakeholders at all levels—from Mess staff to senior officers and visitors.
- Demonstrable experience in planning and executing formal and informal events.
- Ability to arbitrate between stakeholders and find common ground.

### **DESIRABLE**

- Extensive knowledge of the Royal Artillery: its ethos, structures, traditions and role
- Awareness of safe working practices.
- Understanding of Mess financial management and subscription structures.

- Experience working in or alongside Defence support organisations.
- Engagement with Regimental heritage and interest in catering, wines and event planning.

**PERSON** Highly motivated, proven, hands-on leader who is:

- A confident and engaging communicator, able to represent the Mess with credibility and authority.
- Collegiate, collaborative and comfortable influencing at all levels.
- Adaptable, proactive and capable of managing simultaneous tasks at pace.
- Committed to the ethos, customs and heritage of the Royal Artillery.
- A self-starter who can inspire and coordinate staff and contractors.
- Meticulous, organised and attentive to detail in policy, records and heritage stewardship.

#### **BENEFITS:**

- Salary based on experience and relatable to Civil Service HEO rates for a 37hr/week contract
- 10% of salary employer contribution to pension (NEST)
- ERNIC based on salary
- 25 days paid leave annually initially, increasing 1 day per year to a maximum of 30 days. In addition, all national bank holidays
- TOIL granted for work outside of contracted hours.
- Use of the onsite gym facilities at Larkhill
- A culture of inclusion and diversity
- Travel expenses paid when performing duties

#### **SECURITY REQUIREMENTS:**

The successful candidate must pass a disclosure and barring security check and must meet the local security requirements before they can be appointed.

More details about the security vetting process can be found on the Government website.

**This post does not offer relocation expenses.**

#### **APPLICATION PROCESS:**

Please send a covering letter (no more than 1 page A4) and CV to [gunnernet1816@gmail.com](mailto:gunnernet1816@gmail.com) by 2359 on 17 February 2026.

We reserve the right to close this advert if a suitable candidate is found.