

UDR Benevolent Fund Secretary



Location: Currently Palace Barracks, but could be elsewhere

Status: 3 days per week but see below for flexibility

Salary: In the region of £37,500 per annum for a 3 day week

Reporting to: The Board of Trustees through the Chairperson or in their absence the Vice Chairperson of the UDR Benevolent Fund

Overall Purpose

The Secretary is responsible for all aspects of administration of the Fund and management of Staff. The incumbent is to ensure the Board meets its legal and statutory obligations and advises on best practice having consulted with the Fund's marketing, legal and financial advisors. The Secretary will develop strategic, operational financial plans and maintain a risk register for approval of the Board. The incumbent will also be required to proactively develop relations with all of the Fund's strategic partners and promote the fund outreaching to UDR veterans and their families providing a report on all activities at each Board meeting. The Secretary will ensure that the Funds Apartment complex is proactively managed and maintained.

Key Duties and Responsibilities

The Secretary's duties (which are not exclusive) are as follows:

1. Arrange Trustee meetings. Record and issue the minutes
2. Ensure that all statutory returns submitted on time and are compliant.
3. Deal with applications for benevolence within authorisation, and almonise where possible
4. Ensure the Fund's financial systems are accurate and up to date
5. Understand the potential for reputational, regulatory, and financial risk, and manage actions to mitigate
6. Develop and maintain a Risk Register, Operational, Financial and Strategic Plans to satisfy governance best practice
7. Develop and maintain an administration policy for the Fund and review and update annually. Include circumstances where benevolence is granted which are to be ratified annually by the Trustees.
8. Develop an annual budget for approval by the Board of Trustees. Provide an update on the budget at each Board meeting
9. Develop and build excellent relationships with our strategic partners and UDR veterans

10. Have oversight of the management of Ringhaddy House, ensuring that occupancy policies and procedures, including changeovers, are kept up to date and properly implemented. Ensure a comprehensive one year, five year and ten year maintenance plan and budget is in place and updated on an annual basis for Board approval. Establish and maintain an effective maintenance regime for the Fund Caretaker to implement to ensure cleanliness, upkeep, and regulatory compliance for the apartments and building
11. Manage employees of the Fund
12. Ensure appropriate contracts or Memorandum of Understanding for services are in place and reviewed at least annually
13. Ensure appropriate insurance cover is in place and review annually
14. Arrange for a Trustee rota for checking benevolence applications in retrospect
15. Ensure payments of funds are properly authorised
16. Develop service standards for approval and implement
17. Ensure policies and procedures are in place and approved by the Board including but not limited to Health & Safety and ICT
18. Develop marketing plans for approval and implement
19. Have oversight of the Fund website and social media

Flexibility

While it is envisaged that this role will be part-time, ie for 3 days per week, flexibility will be expected, that more than three days may be required from time to time, and not necessarily the same three days each week

Skills and Knowledge

Essential:

- Have significant managerial experience with people and services with an empathy towards the military or ex-service community.
- Ability to build working relationships and confidently represent the Benevolent Fund
- High standard of written and verbal communication skills
- Good problem solving skills
- Good motivation and staff management skills
- Strong understanding of strategic, risk management and business planning skills
- Assertive and diplomatic personality
- High level of personal organisational skills
- Ability and confidence to tackle unfamiliar tasks to produce solutions to meet the aims of the charity.
- Ability to work on own initiative and meet deadlines
- Comfortable with handling data with a high standard of numeracy
- Strong PC skills (Teams, Zoom, Excel, Powerpoint and Word)

As the post will require travel a valid driving licence and access to a car is essential

Desirable:

- Ideally have a detailed knowledge of how the Veterans Welfare Service Northern Ireland and other stakeholders operate

Please note that the Trustees will interview only those candidates deemed suitable for the post from the information provided. In the event of a high number of candidates qualifying for interview the Trustees may elect to interview only those candidates who possess the essential criteria for the post and who most closely match the desirable criteria as contained in the personnel specification for the post. Any offer of employment is conditional on the receipt of satisfactory references, security clearance and enhanced Access NI check.

Competencies

1. Excellent Leadership skills
2. Managing customers and suppliers
3. Communicating and influencing
4. Working as part of a team
5. Improvement and change
6. Analysing and using evidence
7. Leadership and developing people
8. ICT Skills

Next Stages

Application forms may be obtained at udrbenfund@outlook.com or alternatively by phoning 0772 067 7838.

The closing date for this post is Friday 05th September 2025. Interviews are planned to be held the week commencing 22nd September 2025 and will take place in the R IRISH Museum, Bedford Street, Belfast. Those called for interview will be expected to bring their current valid passport in order that the right of an employee to reside and work in the UK can be verified prior to any job offer. It is anticipated that the successful candidate will take up their position once relevant security clearances are complete.

Completed Application Forms, including a current CV and covering statement demonstrating how you would be particularly suited to this post in no more than 500 words, with an indication of availability to take up the post, should be sent to:

UDR Benevolent Fund, Bldg 89 Clive Road, Holywood, BT18 9QA or alternatively emailed to udrbenfund@outlook.com