



Job Specification

For: Corps Mess Secretary

Ref: VR/01366

Job Description

ROYAL ENGINEERS HEADQUARTER MESS – MESS SECRETARY

Salary: £40,000 + Benefits
Job Type: Permanent
Hours: 42 hours per week
Closing Date: 12 February 2025
Location: Brompton Barracks, Chatham, ME4 4UG
Employer: RE HQ Mess

Job Introduction

The Corps of Royal Engineers (RE) Headquarter Mess (a registered charity) has an opportunity for an individual to join a motivated team with exciting opportunities.

As the Corps Mess Secretary, you will be responsible for the co-ordination of key events taking place in the Officers' Mess (a Grade II Listed building established on its current site in 1856) based within Brompton Barracks, you will be custodian of the Corps Property (valuable silver, portraits, paintings, and artefacts), and be responsible for the Corps Fine Wines, including Port, held in the Mess Wine Cellar. You will be responsible, assisted by the Corps Treasurer, for managing the annual budget set by the Board of Trustees.

As the workplace is inside an MOD facility (Barracks) a baseline security check must be completed before employment begins.

Key Responsibilities Include

- Co-ordinator for Corps Events (from BBQs to high end/fine dining dinners)
 - Manage the forecast of events
 - Advise on, and coordinate, the menu, timings, and any special arrangements
 - Organise external support
 - Advertise functions, process replies, produce place cards, menu cards, flowers
 - Select silver and wines for functions
 - Liaise with musicians/bands to ensure appropriate music is played
 - Act as Secretary to the RE HQ Mess Board of Trustees, providing updates on HQ Mess business, and produce the Record of Decisions for the meeting
- Custodian of Corps Property
 - Ensure all Corps property is secured and stored correctly

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- Maintain the property database
- Report all changes affecting insurance, including new purchases, to the Corps Treasurer
- Coordinate the purchase of new silver, paintings, or other property as directed by the RE HQ Corps Colonel
- Arrange and effect short and long term property loans
- Maintain a 5-year plan for care of all Corps property. Carry out or arrange emergency and routine inspections, repairs, cleaning, and replacement
- Comptroller of Corps Fine Wines
 - Maintain the 5-year plan for usage and replenishment of stocks of Corps Fine Wines (including Port)
 - Control the order of stock usage and report any issues to the Board of Trustees
 - Authorise the release of wines for functions and account for all issues and receipts
 - Ensure the wines are properly stored and secured
 - Provide a wine fund statement before each RE HQ Mess Board meeting
 - Purchase stock as authorised by the RE HQ Mess Board of Trustees

The Ideal Candidate

Proven experience of working within a similar role within the hospitality / service industry at a comparable level.

Experience of working in a military environment.

Excellent written and verbal communication skills.

Quality and process driven with particular focus on delivering results. Able to demonstrate attention to detail and adherence to standards.

Able to examine problems analytically , develop opportunities and implement innovative solutions.

As well as a competitive salary, we will ensure you are rewarded for your hard work, as demonstrated through our benefits package which includes:

- Free parking at work
- A contributory pension scheme
- A generous holiday package
- Discount in the Royal Engineer Museum café

Compiled by : **Fiona Louch**
Compiled on : **01/22/25**

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