

Issue Date: 30 May 22

Review Date: 20 Jun 22

**TERMS OF REFERENCE FOR BASE COMPANY SERGEANTS MESS MANAGER – AS AT 27
MAY 22**

Post Holder: 42 Commando Royal Marines.

Full Title: Warrant Officers and Senior Non-Commissioned Officers Mess manager.

Short Title: WO and SNCO Mess Manager.

Part 1: Job Summary

PREAMBLE

1. The WO and SNCO Mess Manager will be working as part of a team of regular and FTRS military personnel, civil servants and contractors. Your primary role is to maintain all services associated with Mess management. This is a diverse and stimulating role, taking responsibility for all daily Mess purposes and tasks. The position would suit a dynamic and motivated individual who is able to work autonomously and use initiative to solve a variety of problems. It is vital that the successful candidate can build excellent working relationships with military and civilian stakeholders in an open and welcoming environment.

PURPOSES

2. Primary Purpose.

Maintain the Sergeants' Mess accounts and present them for audit in accordance with BRd18 Management and Accounting Instructions for Non Public Funds.

3. Secondary Purposes.

Liaise with Civilian Contract Manager on all matters appertaining to the Sergeants' Mess and deputise for the Officers' Mess Manager in their absence.

ACCOUNTABILITY

3. The Post Holder will be accountable to OC Base Coy for the conduct of their duties. Additionally, the RSM 42 Cdo RM on all matters concerning Sergeants' Mess events and functions.

AUTHORITY

4. The Sergeants' Mess Manager is authorised to raise mess bills for payment and present to the Mess President for payment.

5. The Sergeants' Mess Manager is authorised to liaise with the following:

a. ESS onsite Mess supervisor in order to:

(1) Collaborate with Civilian Mess Supervisor (ESS) on all matters pertaining to the Soft Facilities Management contract (HESTIA) within the Sergeants' Mess.

b. External agencies that provide vital services to the Sergeants Mess in line with the HESTIA contract, security, and Land Management Policy Rules and Guidance.

c. Corps Property Manager.

TASKS

- 6 The post holder is to carry out the following tasks:
- a. Maintain the Sergeants' Mess accounts and present them for audit iaw BRd18 Management and Accounting Instructions for Non-Public Funds.
 - b. Present accurate and compliant S1199s to the Counter Signing Officer within the timelines required.
 - b. Assist the Contract Supervising Officer to monitor the HESTIA contract on all matters within the Sergeants' Mess.
 - c. Supervise the daily running of the Mess iaw Sergeants' Mess rules and byelaws.
 - d. Determine the requirements for additional stock, and insurance for functions held in the Mess.
 - e. Ensure the building and contents are maintained to a high standard and comply with HS & EP and Fire regulations.
 - f. Support all WOs/SNCOs delegated to organise functions.
 - g. Supervise the maintenance of the Mess Property Book in conjunction with the Mess Property Representative.
 - h. Carry out physical checks of all stores held on AinUs termly or when required by QM, reporting results to the OC Base.
 - i. Oversee the allocation and payment of accommodation to WOs/SNCO/SRs joining the Mess.
 - j. Ensure all Mess Members have been given a brief on the routine for paying Mess Subs.
 - k. At the end of each month establish the audit trail and generate the data necessary for the correct fund management.
 - l. Ensure items owned by the Mess are covered by maintenance contracts or insurances, are maintained as laid down in the terms of the contract.
 - m. Maintain an up-to-date list of Committees on the Mess Notice Board.
 - n. Display / Disseminate the Minutes of General Mess Meetings after they have been approved by the Managing Trustee.
 - o. Carry out any other roles allocated as required delegated to them by OC Base, RSM or PMC.
 - p. To deputise for the Officers' Mess Manager in their absence.
 - q. To carry out any additional Unit or Sergeants' Mess tasks.

ESTABLISHMENT DUTIES

7. The post holder will carry out the following Establishment Duties:
- a. Nil

COMPETENCIES

8. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
Service Funds Course		
Building Manager Course		
Work Place Risk Assessors / awareness, Institution Occupation Health Safety (IOHS)		
Fire Awareness		
Accident investigating and reporting		

Part 2: Key Change Objectives

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

a.

Signature of Job Holder

Signature of Line Manager

Date:

Date: