



## LOGISTICS

# WRITER

The smooth running of a ship or submarine isn't just about the mechanical systems. Somebody needs to take on the responsibility of running the vessel from an organisational point of view. As a Writer you are responsible for Human Resources (HR) on board, handling legal matters, undertaking financial administration, and looking after the welfare of your crew. It's your job to make sure the 'i's are dotted and the 't's are crossed. And it doesn't matter if you're advising your Captain about promotions or organising your friends' pay, it's up to you to make things happen.

A ship on active duty is a unique environment. There's no other place where you can learn more about what people need to feel supported and stay motivated. Being a Writer is a great opportunity to discover what makes the world tick - and how to keep it ticking.

## 01 Who we're looking for

### In a nutshell

- Team players
- Well organised
- Professional approach
- Problem solvers
- Physically and mentally fit

You must have commitment, enthusiasm and common sense. You need to be proficient in numeracy and literacy and have an eye for detail. You are someone who takes pride in doing a thorough, accurate job. You must be trustworthy, responsible and able to learn new skills quickly. Above all, you work well as part of a busy, dynamic team.

## Why Writer?

- ▶ Gain recognised HR qualifications including an Intermediate Apprenticeship in Business and Administration
- ▶ Learn a wide range of skills from pay and accounting to personnel management
- ▶ Travel the world
- ▶ Opportunities to work abroad in the UK's overseas embassies
- ▶ Start on a salary of over £14,600, rising to over £18,000 on completion of your role specific training. As your career progresses you could earn in excess of £48,000
- ▶ Potential to earn additional financial bonuses depending upon your role
- ▶ Wide range of benefits including a House Purchase Scheme
- ▶ Learn additional skills as an Incident Board Operator, helping damage-control teams fight fires and floods

## 02

### Qualifications and age

- No specific qualifications are needed
- You must be between 16 and 36 when you start training

## 03

### Training

Training and development continues throughout your career with the Royal Navy. It takes place in two distinct environments: at onshore training facilities and on board operational ships. When you join you complete 10 weeks of basic naval training, followed by 16 weeks of role-specific training, focussing on:

- Pay and accounting
- Personnel management and discipline matters
- Correspondence
- Security
- Office procedures
- Cash handling

Aim to get yourself as fit as you can before you arrive. You'll be doing a lot of physical exercise, and you'll find it much easier if you're already in good shape. There's also a swimming test, so if you can't swim, make sure you've learned by the time you join us.

## 04

### Skills for life

- Intermediate Apprenticeship in Business and Administration
- BTEC Level 2 Diploma in Business Administration
- Employee Rights and Responsibilities
- Level 1 Functional Skills in Maths, English and ICT
- Study for GCSEs, A-Levels, NVQs or a degree
- Further qualifications as your career progresses

Early in your career, professional qualifications are aimed at Business Administration or Personnel Administration. As you progress, there are opportunities to complete further vocational qualifications and academic studies including a degree. Everything you achieve will benefit your Royal Navy career and be valued by future civilian employers.



**My job is to make sure everyone on board is looked after and has the support they need. Working behind the scenes to keep the ship moving is really rewarding - It's not like any HR career I'd get at home.**

Rob, Writer

## 05

### Promotion

You'll start your naval career as an Able Rate. With experience and further training, you could be promoted to Leading Hand and beyond. If you show the right commitment, skills and academic ability, you could have a chance to become a Logistics Officer - running catering, stores and personnel. Members of the Royal Navy are promoted on merit. Work hard and you can rise through the ranks.

## 06

### Pay and benefits

- Salary of over £18,000 on completion of phase two training. As your career progresses you'll have the opportunity to earn in excess of £48,000.
- Potential to earn additional financial bonuses depending upon your role
- Wide range of benefits including a House Purchase Scheme
- Six weeks of paid holiday every year
- Adventurous training - from skiing to diving, you can enhance your skillset in unique environments around the world
- Free medical and dental care
- Access to superb sports and fitness facilities
- Subsidised travel and accommodation
- Excellent pension scheme

### Not just a job. A way of life.

Being in the Royal Navy is a job like no other, with a life - and lifestyle - to match. You'll make friends for life, go to places you've never been and do things that dreams are made of. From the moment you join, you'll be part of a close-knit team that lives, works and relaxes together. On top of on-ship and onshore sports facilities, you'll also have the opportunity to go on adventurous training, which means anything from mountaineering, caving and parachuting, to jungle expeditions.

**It's a life without limits. Its only limit is how much you want to live it.**

FIND OUT MORE



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