



# LOGISTICS

## WRITER – LOGISTICIAN (SUBMARINER)

Being a Writer (Submariner) on a Royal Navy submarine is about as far away from a 'desk job' as you can get. As your submarine's professional administrator, you'll take on all the many responsibilities that go with handling legal, pay, welfare, travel and career issues for your 120 crewmates. It'll be your job to make sure the clerical systems run smoothly and, as the trusted expert on board, you'll advise everyone from the newest recruit to the Captain on personnel matters. When the ship goes into action, you'll work alongside your crewmates as an Incident Board Operator, passing vital information to the damage-control teams who fight fires and floods. Plus, you could also be trained as a 'planesman', operating the steering and depth controls and giving you, literally, hands-on control of a nuclear submarine.

### What we're looking for

You must have commitment, enthusiasm and common sense. You'll need maths and English skills and an eye for detail, and take pride in doing a thorough, accurate job. Above all, you need to be trustworthy and responsible, work well as part of a team and be able to learn new skills quickly. Serving on board a submarine takes a special type of person. You need to be able to live and work in a confined space, where the conditions can quickly change from relatively calm to highly demanding.

### Initial training

Your Royal Navy career begins with 10 weeks' basic training at HMS Raleigh. It sounds like a ship, but in fact it's a shore base near Plymouth. The discipline, teamwork, organisational, firefighting and weapon-handling skills you'll learn here will stay with you right through your Royal Navy career. 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. You can find out more about HMS Raleigh at [royalnavy.mod.uk/careers](http://royalnavy.mod.uk/careers)

### Professional training

After basic training, you'll stay at HMS Raleigh for a further 17 weeks, at the Defence Maritime Logistics School, learning about pay, accounting, personnel records, discipline matters, correspondence, security, office procedures and managing cash. You'll learn to type and to use our administrative computer system. All this takes place in a modern and realistic working environment where your instructors will be experienced sailors. You may also go to sea on board a warship, to help you understand its military role and where you fit into the team. After successfully completing your professional training, you will stay another four months at HMS Raleigh in the Submarine School. You'll learn about submarine operations, including warfare, weapons, nuclear propulsion and escape training, and go to sea in a submarine. After this, there'll be a test to check your knowledge. When you pass, you'll win your 'Dolphins' – the coveted badge of a qualified Submariner.

### Skills for life

During your time in the Logistics branch you will have the opportunity to gain all kinds of professional skills, as well as personal qualities like teamwork, problem-solving and self-confidence. Training will be a constant feature of your time with us and we'll help you gain academic qualifications, key skills and GCSEs. We'll also help you work towards NVQs in Business Administration. You can also become a member of a number of professional organisations such as the Institute of Administrative

Managers. As well as helping you develop your Royal Navy career, everything you achieve will be recognised and valued by a future civilian employer.

### Promotion

You'll start your career as an Able Rate working in a submarine dealing with a wide range of personnel issues. With experience and further training, you could be promoted to Leading Hand, moving to a different type of submarine where you will be the only Writer (Submariner) on board in charge of your own department. After that, you may go on to become a Petty Officer in a submarine or on shore in charge of junior logisticians. Later as a Chief Petty Officer you could take on a specialist role in law, pay or supporting submarines at sea and, finally, you could be promoted to Warrant Officer and work in a headquarters. If you show the right commitment, skills and academic ability, you may also have the chance to become a Logistics Officer running the catering, stores and personnel departments. You'll be selected for promotion on merit, so if you work hard, you can quickly rise through the ranks.

### Pay and conditions

Royal Navy pay compares well with similar civilian jobs. As well as basic pay, you'll get extra money for special skills, when you're promoted, and when you're away at sea. As a Submariner, you'll qualify for a bonus of £5000 when you're awarded your 'Dolphins'. We also offer an excellent pension scheme, six weeks' paid holiday a year, and free medical and dental care. You'll generally join us on a full career, which is 18 years or to age 40, whichever is later. You may have the opportunity to serve beyond this, depending on what you want and the needs of the Royal Navy. If you want to leave, you can send us your request one year before completing your specified return of service. How long this return of service is, will depend on the branch you join. You will need to give 12 months' notice.

### Not just a job, a way of life

There is a lot more to joining the Royal Navy than doing a job. For a start, all our ships and shore bases have superb sports and fitness facilities. We can offer a fantastic range of sports and other activities. You'll also have the chance to go on adventurous training, which could be anything from a jungle expedition to mountaineering and caving to parachuting. From the moment you join, you'll be part of a team that lives, works and relaxes together, forming friendships and experiences that can last a lifetime. It's a unique way of life, and the opportunities we offer will allow you to reach your career potential and enjoy the time you spend with us to the full.

## DO I QUALIFY?

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<b>Age:</b>	16 to 36.
<b>Nationality:</b>	Full British citizenship.
<b>Qualifications:</b>	No specific qualifications are needed for this job.
<b>Sex:</b>	This job is open to men and women.
<b>Starting salary:</b>	For current information, visit <a href="http://royalnavy.mod.uk/careers">royalnavy.mod.uk/careers</a>

## HOW TO APPLY

### GET IN TOUCH

1. Go to [royalnavy.mod.uk/careers](http://royalnavy.mod.uk/careers) or call **08456 07 55 55**.

### WHAT HAPPENS NEXT

2. Go to an initial careers presentation.
3. Fill in a short application form.
4. Take our recruit test.
5. Discuss your job options with a Careers Adviser.
6. Pass our medical, eye and pre-joining fitness tests.
7. Attend a formal interview at the Careers Office.
8. Pass our Pre-Royal Navy Course.
9. Join the Royal Navy.