NW/HR/Vacancies

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| Royal  Naval  Reserve  Royal Marines  Reserve  Territorial  Army  Royal Auxiliary Air Force  Combined  Cadet  Force  Sea  Cadet  Corps  Army  Cadet  Force  Air  Training  Corps  Combined Cadet Force |

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| Royal  Naval  Reserve  Royal Marines  Reserve  Territorial  Army  Royal Auxiliary Air Force  Combined  Cadet  Force  Sea  Cadet  Corps  Army  Cadet  Force  Air  Training  Corps  Combined Cadet Force |

See Distribution 25 October 2017

VACANCY NOTICE – CAMP OPERATIVE 1 (LABOURER) – ALTCAR TRAINING CAMP

A vacancy will arise with effect from 2 January 2018 for a Camp Operative 1 (Labourer) based at Altcar Training Camp, Hightown, Liverpool L38 8AF.

The ideal candidate will be a confident, strong team player, but with the ability to work unsupervised and with the experience in prioritising a busy workload.

Essential skills required:

* Must hold a valid driving licence and be able to drive
* Must have worked in a labouring role previously
* Must have knowledge and experience in Health and Safety practice

The main role of a Camp Operative 1 is:

* Driving all camp vehicles; including range safety vehicles, tractors and fork lift trucks
* Maintenance of all vehicles equipment, apparatus and stores within the Camp Operatives area of responsibility, across the Estate
* Familiarity with Material Regulations in relation to stores and the control of stores for issuing to customers
* Carry out weekly checks of all fire safety equipment throughout the Estate for correctness as per the register. Also check serviceability, ensuring that any appliance falling below standard is reported
* Ensure that the cleanliness of all areas within Camp Operatives specified area of responsibility is maintained to a high level
* Be prepared to carry out any other duty on the estate that is within the scope of a camp operative 1
* Performance of all tasks must be to the standards set by the Line Manager
* Knowledge and understanding of responsibilities and requirements of relevant current Health and Safety legislation
* Carry out minor repairs to Estate property under direction of line manager
* Cleaning of roads and verges under direction of the line manager
* Carry out repairs to all fencing and signs
* Undertake care and maintenance of all grassed areas; including cutting, ditching and the cleaning and maintenance of all vehicles and machinery on completion
* Painting as directed by Line Manager
* Moving of stores and equipment around the Altcar Estate
* Planting trees and ensuring the upkeep of the Estate woodlands

This is a Crown Servant position. Working hours are 37 hours per week, working any 5 days in 7 (Monday to Sunday) with half an hour each day for a lunch break. The salary offered is £16,047 per annum. The successful applicant will be eligible to join the CRFCA pension scheme, which is a Career Average Revalued Earnings (CARE) Scheme. There are free car parking facilities at Altcar Training Camp. Hightown is served by Merseyrail, with Hightown station being right out side of the camp entrance. The successful candidate will be entitled to 25 days annual leave which increases to 30 days with 5 years’ service. Prior employment with the Armed Forces or another Government Department may entitle the successful candidate to immediate additional leave beyond 25 days.

The appointment is subject to a probationary period of 12 months, which may be reduced by the recommendation of your line manager.

You must have a full driving licence and be able to self-drive.

All training will be provided, especially for those associated with driving Association vehicles (tractor and fork lift driving) and the use of grass cutters or power tools.

Personal Protective Equipment (PPE) will be provided.

The successful candidate will be required to be Security Cleared (SC) and

have a Disclosure and Barring Service check as part of the conditions of employment.

Please submit your completed application form to:

Human Resource Manager (Camp Op 1)

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: [nw-hr@rfca.mod.uk](mailto:nw-hr@rfca.mod.uk)

The closing date for applications is 1300 hours on Friday 24 November 2017. Interviews will be held in Altcar Training Camp at the beginning of December 2017.

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

External:

Council of RFCAs

All RFCAs

HQ NW – for Routine Orders and SO2 Cadets

4 Inf Bde & HQ NE – for Routine Orders and SO2 Cadets

11 Sig Bde & HQ WM – for Routine Orders and SO2 Cadets

160 Inf Bde & HQ Wales – for Routine Orders and SO2 Cadets

SCC – NW Area Officer

ACF County Commandants

ATC Wing OCs

ATC Wing Ex Os

All CCF Contingents

All Army Reserve Units

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| Royal  Naval  Reserve  Royal Marines  Reserve  Territorial  Army  Royal Auxiliary Air Force  Combined  Cadet  Force  Sea  Cadet  Corps  Army  Cadet  Force  Air  Training  Corps  Combined Cadet Force |