NW/HR/Vacancies

See Distribution 25 October 2017

VACANCY NOTICE – PROFESSIONAL SUPPORT STAFF

CADET ADMINISTRATIVE ASSISTANT (CAA)

LANCASHIRE ARMY CADET FORCE

A vacancy with a start date of 2 January 2018 will arisen for a full time Crown Servant.

The position is for a Professional Support Staff as a Cadet Administrative Assistant,

(CAA) grade E1 based at Lancashire Army Cadet Force, Chindits Way,

Preston, PR2 8DG.

The position may suit an individual who has served as a Warrant Officer or Senior

Non Commissioned Officer in the Armed Forces, although military experience is not

essential. A good understanding and experience of administrative and logistics

procedures is essential.

Essential skills required:

1. Demonstrate experience in administrative and logistics duties and

procedures

b. Ability to identify and report building faults

c. Work in a small team in an office environment

d. Experience in SHEF Management

e. Experience of Microsoft applications and of working with on line personal

training databases

1. A current clean driving licence (preferably though not essential

LGV and Minibus). Must be able to self-drive

The main role of a Cadet Administrative Assistant includes:

a. Prepare and publish a site risk assessment on buildings and external areas and carry out an annual review

b. Conduct monthly internal and external inspections of building fabric, fixtures fittings and furnishings. Report defects, correct faults in compliance with SHEF legislation and regulations and submit works service bids where necessary

c. Co-ordinate access for contractors and monitor works services on behalf of RFCA

d. Manage any grounds maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA

e. Carry out Energy Warden training and act as Energy Warden for Detachments

f. Manage the energy usage within Detachments and provide monthly meter readings to County HQ

g. Maintain records for each Detachment and account periodically (as directed by the CQM) for:

(1) Accommodation Stores

(2) Training Stores and equipment

(3) Fire Safety Equipment

(4) Publications and manuals

h. Issue and account for all clothing and equipment on loan to Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from adults or cadets when they leave the ACF

i. Inspect all stores and equipment issued to the County HQ and each Detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary

j. Undertake evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment correctly

k. Assist the CQM to prepare weapons and any controlled Stores

l. Assume responsisbility for a specific role within the HQ as directed by the CEO. E.g. Armoury, Clothing, Transport etc..

The contract for this position is on an All Hours Worked (AHW) basis working an

average of 42 hours per week over a 17 week period (this includes additional hours

to be worked in the evenings and at weekends on a routine basis, as directed by

the line manager). Due to the requirements of the contract, evening work is an essential part of this role, therefore the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Lancashire ACF HQ.

The salary on offer is £22,780 which includes an enhancement to offset the AHW contract. 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 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 outside Lancashire ACF HQ.

The appointment will require a probationary period of twelve months, which could be ceased sooner on the recommendation of satisfactory monthly probation reports from the line manager.

It should be noted that as a condition of employment, the successful candidate will be required to become a member of Lancashire Army Cadet Force and attend camps throughout the year (such as Easter and Summer Camps). The incumbent may be remunerated with a Voluntary Allowance and expenses during cadet activities.

The successful candidate will be required to have a satisfactory standard level Disclosure and Barring Service check and undergo basic security checks.

If you wish to apply for this position, please send a completed application form together with a copy of your current CV and a covering letter explaining why you wish to apply and why you should be selected for this post to:

Human Resources Manager (CAA - Lancs)

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 at Lancashire ACF HQ early December 2017.

Pamela Peers

HR Manager

For Chief Executive

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