NW/HR/Vacancies

See Distribution 25 October 2017

VACANCY NOTICE – ADMINISTRATIVE OFFICER – MERSEYSIDE ARMY CADET FORCE (E1)

We have a vacancy with an immediate start for an Admin Officer (grade E1) based in Merseyside Army Cadet Force, St Georges ACF Centre, Altcar Training Camp, Hightown, Liverpool L38 7JD.

Essential skills required:

* Experience in Administration
* Experience in the use of Microsoft applications including Word, Excel and PowerPoint
* Good communications skills
* Must be a team player

The main role of the Admin Officer is:

* Collation and managment of all County bids for adult and cadet courses. Check that the adults and cadets are eligible for courses
* Source, cost and complete applications for all adult and cadet travel arrangements to and from courses including the booking and issuing of rail tickets
* Manage and maintain postage (franking) machine. Responsbile for all incoming mail and assist and prep mail dispatches
* Handle routine correspondence, files and publications for the County
* As directed by the Cadet Executive Officer (CEO) assist the Cadet Quartermaster (CQMS), the Cadet Stores Assistant (CSA) and the Cadet Admin Officer (CAA) with the returns of cadet and Cadet Force Adult Volunteers (CFAV) uniforms by managing and collating the returns register. Liaise with CFAVs and cadets parents
* Assist the CEO in the general administration of the County. Attend, record, produce and distriubute minutes of the County Command Groups and Safeguarding meetings. Assist in preparing the County for Annual and Easter Camps
* Manage and maintain the Permanent Support Staff (PSS) leave records and register
* Manage and maintain the County Location Statement
* Manage Detachment Building maintenance documentation
* Complete regular checks on Westminster of cadet training and governance records in order to assist the CEO with the Commandants Annual Competition. Extract and produce EXCEL spreadsheets of results
* As directed by the CEO manage the stationery store; all demands and purchases
* Manage the Accident Book and with the Training Safety Advisor (TSA) manage the Army Incident Notification and the MOD form 492
* Manage all office equipment on issue to the County
* With Admin Officer 1, act as County Webmaster
* Maintain routine filing of day to day documentation
* Manage and file CAA visit proformas
* Deal with day to day telephone and email enquiries from all outside agencies including members of the pubic and parents of cadets

This is a permanent Crown Servant position offering a salary of £19,556.00 per annum. Working hours are Monday to Thursday 0830 hours – 1630 hours and Friday 0830 hours – 1600 hours, with half and hour given for the lunch break. 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 Merseyside ACF. Hightown is served by Merseyrail, with Hightown station being right outside 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.

There is a probationary period of 12 months, which may be completed sooner on the recommendation of the line manager. The successful candidate will be required to be Security Cleared and complete a DBS disclosure check prior to confirmation of appointment.

Closing date for applications is 1300 hrs on Friday 02 November 2017, with interviews being held in Merseyside ACF middle of November 2017.

To apply, please send your completed application form and covering letter to:

HR Manager (AO Mer ACF)

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool L17 8YE

Tel: 0151 728 2048

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

Pamela Peers

HR Manager

For Chief Executive

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