



NW RFCA

RESERVE FORCES' AND CADETS' ASSOCIATION FOR
THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN

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HR Manager

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NW/HR/VACANCIES

See Distribution

27 February 2019

Royal
Naval
Reserve

VACANCY NOTICE – SENIOR CAMP OPERATIVE (ZONE 3) – ALT CAR TRAINING CAMP

Royal
Marines
Reserve

1. We have two full time vacancies for Senior Camp Operatives (Zone 3). One post has an immediate start date. The other will start in October 2019.

Army
Reserve

2. Both are permanent Crown Servant positions based at Altcar Training Camp, Hightown, Liverpool, L38 7JD.

Royal
Auxiliary
Air Force

3. Both positions are full time appointments working 37 hours per week, working any 5 days in 7 (this includes working in the evening, weekends and Public Holidays). Overtime will be paid at plain rate with a day of in lieu (to be taken with agreement of line manager).

Sea
Cadet
Corps

4. As part of the conditions of employment the incumbent must have either passed or must attend and pass the Range Safety Officers course before they can be confirmed in appointment. The successful candidates will have one attempt to complete and pass the Range Safety Officers course, which is a 5 days course. The candidate selected to start immediately will attend the course on 13-17 May 2019, being held in Sennybridge Training Area, Sennyridge, Brecon, Powys, LD3 8PN. The candidate selected to start in October, a date for the course has not been confirmed yet. The cost of attending this course will be met by NW RFCA. Time off will be given to attend the course during the working week. If the course is not passed the employment will be terminated.

Army
Cadet
Force

Air
Training
Corps

Combined
Cadet
Force

5. Altcar Training Camp consists of the Camp Commandant (Grade C2) 1 x Quartermaster (Grade D), 1 x Range Liaison Officer (Grade D), 1 x Admin Officer (Grade E1), 2 x Zone 3s, 8 x Zone 2s and 5 x Zone 1s.

6. The salary for these posts is £19,531 per annum. This is subject to an annual MOD pay rise. The successful applicant will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE). As part of the package, we offer a generous annual leave allowance plus a day off for your birthday, free car parking and free use of a military gym on site.

7. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays) which increases to 30 days with 5 years' service. Prior employment

with the Armed Forces or another Government Department will count towards qualifying years' service.

8. The offer of employment will be conditional on the following:

- Confirmation of the right to work in the UK.
- Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid by the Association
- Satisfactory references
- Successful completion of the Baseline Personal Security Standards check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)

9. There is a 12 month probationary period which is signed off by the line manager following successful monthly reviews between post holder and line manager.

10. A job description and personal specification are attached to this vacancy notice together with a breakdown of the Range Safety Officers course criteria.

11. You are strongly encouraged to visit Altcar Training Camp to discuss this position with the Commandant before the closing date.

12. If you wish to apply for this post, you should send a covering letter of no more than two sides of A4 along with a current CV. Please focus in your covering letter on why you feel you have the key skills and experience to meet the Personal Specification. We strongly recommend that you provide evidence of how your knowledge, skills, experience and personal attributes either in work or elsewhere qualify you to undertake the duties and responsibilities set out in the Job Description and Personal Specification. Please send your application to:

Human Resource Manager (Zone 3)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

Telephone: 0151 317 9504
Email: nw-hr@rfca.mod.uk

13. The closing date for applications is 1300 hrs on **Wednesday 13 March 2019**. **If you have been shortlisted for interview, you will be contacted by telephone before 1600 hrs on 13 March 2019.**

14. Interviews will be held at Altcar Training Camp Headquarters on **Monday 18 March 2019**.

15. Further information concerning this appointment can be obtained from Lt Col Gordon Black, Commandant, Altcar Training Camp – nw-altcarcomdt@rfca.mod.uk or Mil 94552 8023, Civ 0151 929 2601.

Original signed

Pamela Peers
HR Manager
For Chief Executive
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