



NW RFCA

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

Mrs Pamela Peers JP
HR Manager

Gladstone House
Altcar Training Camp
Hightown
Liverpool L38 8AF

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

NW HR/VACANCIES

Distribution:
See below

15 February 2019

VACANCY NOTICE 24 MONTHS FIXED TERM CONTRACT FACILITIES ASSISTANT – 20 HRS PER WEEK

A vacancy has arisen with an immediate start for a Facilities Assistant, grade E1 based at Inskip Cadet Training Centre (CTC), Higham Side Road, Inskip, Lancashire, PR4 0TF.

This is a fixed term contract for a period of 24 months. The position requires you to work 20 hours per week (Monday – Thursday, 4 hours each day, but Friday is a set time of 1600 hrs to 2000 hrs, with the occasional Saturday as part of your contracted hours.

Inskip Cadet Centre is a self-contained purpose-built cadet centre that provides 68 bed spaces for cadets and 14 bed spaces for adult staff. The centre has its own low ropes and climbing wall and offers training space for a multitude of activities.

Salary is £10,763 per annum (E1 pro-rata basic salary) you will be given the opportunity to join a private pension scheme. We offer free car parking facilities.

The team at Inskip Cadet Training Centre is made up of 1 x Facilities Manager (D grade), 1 x Facilities Supervisor (E1) and 1 x Facilities Assistant (P/T – E1).

The primary role of the Facilities Assistant is to provide support to the Facilities Manager and the Facilities Supervisor in relation to the following duties:

- Ensure the correct implementation of Centre policy by visiting personnel and units.
- Assist the Facilities Manager in ensuring policies are in place and are updated on a regular basis.

Supporting Britain's Reserve Forces and Cadets
Cheshire • Cumbria • Greater Manchester • Isle of Man • Lancashire • Merseyside



Royal
Naval
Reserve

Royal
Marines
Reserve

Army
Reserve

Royal
Auxiliary
Air Force

Sea
Cadets

Army
Cadet
Force

RAF
Air
Cadets

Combined
Cadet
Force

- Assist in the preparation of all risk assessments for the centre and ensure that any activity has been correctly risk assessed.
- Ensure all reports for accidents and near misses are recorded.
- Generate work service requests for building repairs and maintenance.
- Co-ordinate the supply and maintenance, through Parenting (DAS), for the replacement of Furniture and Furnishings.
- Assist in the control and booking of the centre and liaising with prospective users, as well as DIO and local RFCA.
- Assist the Facilities Supervisor with the contract catering.
- Assist the Facilities Supervisor with the laundry and dry cleaning.
- Brief prospective users on the facilities available at the Cadet Training Centre and support booking processes.
- Ensure that the ranges are kept at the highest standard for users.
- Control bookings of the ranges and ensure that the Range Conducting Officer(s) are qualified to use the range.
- Monitor the main stores account and operate the authorised system of control and co-ordination for the secure storage, receipt, issue and accounting of weapons, equipment and Stores (including training stores, accommodation stores).
- Assist the Facilities Supervisor with stocktaking of accounts, including equipment and accommodation.
- Assist the Facilities Supervisor with coordinating the testing of all portable appliances.

The successful candidate will be required to hold a current driving licence and be able to self drive.

The appointment calls for the incumbent to be Security Cleared and have a Disclosure & Barring Check prior to commencement of the appointment.

A job description and personal specification is attached to this vacancy notice.

If you wish to apply for this vacancy, please send a current CV and a covering letter explaining why you have the key skills and experience to be shortlisted for interview. Please send your application to:

HR Manager (Inskip CTC)
 NW RFCA
 Gladstone House
 Altcar Training Camp
 Hightown

Liverpool
L38 8AF

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

Closing date for this vacancy is 1300 hrs on Wednesday 6 March 2019 with interviews being held at Inskip Cadet Training Centre on Wednesday 13 March 2019.

For further information on this post, please contact the Center Manager, Mr Gary Dixon on 07112 691710 or email cdtctrmgr@aircadets.org.

Pamela Peers
HR Manager
For Chief Executive

Enc

Distribution:

Internal:
All Association Staff
NW RFCA Distribution Lists 3, 6, 10

External:
Council of RFCAs
All RFCAs
HQ NW – for Routine Orders and SO2 Cadets
SCC – NW Area Officer
ACF County Commandants
ATC Wing Cdts
ATC Wing Ex Os
All CCF Contingents
All Army Reserve Units
www.omegaresource.co.uk
www.CTP.org.uk
www.facebook.com/NorthWestRFCA
www.nwrfca.org.uk