



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
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Liverpool L38 8AF

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NW HR/VACANCIES

See Distribution

17 April 2019

Royal
Naval
Reserve

VACANCY NOTICE – CAMP OPERATIVE 1 (ZONE 1), ALT CAR TRAINING CAMP

Royal
Marines
Reserve

1. We have a full time vacancy with an immediate start date for a permanent Crown Servant position (Zone 1) as a Camp Operative 1 based at Altcar Training Camp, Hightown, Liverpool, L38 8AF.

Army
Reserve

2. 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 £16,336 per annum. The successful applicant will be eligible to join the CRFCA pension scheme, which is a Career Average Revalued Earnings (CARE) Scheme. There is free car parking and free use of a military gym at Altcar Training Camp. Hightown is served by Merseyrail, with Hightown station right outside the camp entrance.

Royal
Auxiliary
Air Force

Sea
Cadet
Corps

3. 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 for leave purposes.

Army
Cadet
Force

4. The offer of employment will be conditional to the following:

Air
Training
Corps

- 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)

Combined
Cadet
Force

5. There is a 12 month probationary period which is reported on monthly by the Line Manager.

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

7. If you wish to apply for this post, candidates should send a covering letter of no more than two sides of A4 along with their CV. Please focus on the reasons for your application with reference to the headings in the Person Specification. Indicate, providing evidence, how your knowledge, skills, experience and personal attributes

either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the main activities/ key tasks of the Job Description. Please send to:

Human Resource Manager (Camp Operative 1)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

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

8. The closing date for applications is **1300 hrs on Monday 20 May 2019.**
9. Interviews will be held at Camp Headquarters, Altcar Training Camp on **Friday 24 May 2019.**

Original signed

Pamela Peers
HR Manager
For Chief Executive

Distribution:

Internal:

All Association Staff – Heads of Department

External:

Council of RFCAs – PA to CE CRFCA
All RFCAs – for Chief Executives
Army HQ NW – for DCOS and SO2 Transition
HQ 4 Inf Bde / HQ 11 Sig Bde / HQ 160 Inf Bde – for DCOS and SO2 Transition
Regular & Reserve Major Units in NW – for Adjts
NRCNE – for COS
ACF CEOs
NW ATC Wg OCs
SCC NW Area Office
Board Members

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