



NW RFCA

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

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NW HR/VACANCIES

See Distribution

31 May 2019

Royal
Naval
Reserve

VACANCY NOTICE – CADET ADMIN ASSISTANT – CUMBRIA ACF

1. A full time vacancy has arisen for a permanent Crown Servant position (Grade E1) Cadet Admin Assistant (CAA), based at Cumbria Army Cadet Force, Ypres Block, The Castle, Carlisle, Cumbria, CA3 8UR.

Royal
Marines
Reserve

2. 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 hours 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 Cumbria ACF HQ.

Army
Reserve

Royal
Auxiliary
Air Force

Sea
Cadet
Corps

3. It should be noted that as a condition of employment, the successful candidate will be required to become a member of Cumbria Army Cadet Force and attend various camps throughout the year (such as Easter and Summer Camps). The post holder will be remunerated with an Army Cadet Force (ACF) Voluntary Allowance for training and expenses for their ACF activities.

Army
Cadet
Force

4. The post holder is required to travel UK wide and therefore must have a valid driving licence in order to self-drive. A pool vehicle will be available for the successful applicant to use. There are free car parking facilities available at Cumbria ACF.

Air
Training
Corps

5. Cumbria ACF HQ staff are known as Permanent Support Staff (PSS) which consists of 1 x CEO (Grade C2) 1 x Cadet Quartermaster (Grade D), 1 x Cadet Stores Assistant (Grade E1), 3 x Cadet Admin Assistants (Grade E1), and 2 x Admin Officers (Grade E1).

Combined
Cadet
Force

6. The salary is £23,190 per annum (includes the AHW uplift). This is subject to an annual MOD pay rise. The successful candidate will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earning Scheme (CARE). As part of the package, we offer a generous annual leave allowance plus a day off for your birthday and free secure car parking.

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 appointment will be on a probationary period for twelve months, which could be ceased sooner on the recommendation of good monthly probation reports from the line manager.
9. The successful candidate will be required to be Security Cleared (SC) and have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.
10. A job description and personal specification are attached to this vacancy notice.
11. 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 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:

Head of Human Resources (CAA Cumbria ACF)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

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

12. The closing date for applications is **1300 hrs on Friday 13 June 2019**.
13. Interviews will be held at Cumbria ACF on **18 June 2019**.

Yours faithfully

Original signed

Pamela Peers
Head of Human Resources
For Chief Executive

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