



NW RFCA

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

Mrs Pamela Peers JP
Head of Human Resources

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NW HR/Vacancies

See Distribution

6 June 2019

VACANCY – CADET EXECUTIVE OFFICER – CHESHIRE ARMY CADET FORCE

1. A full time vacancy will arise on Monday 2 December 2019 for a permanent Crown Servant position (Grade C2) Cadet Executive Officer (CEO), based at Cheshire Army Cadet Force, Fox Barracks, Liverpool Road, Cheshire, CH2 4AB. The handover for this appointment will commence on Monday 2 December 2019 with the current incumbent departing on 31 December 2019.

Royal
Naval
Reserve

Royal
Marines
Reserve

2. The contract for this position is on an All Hours Worked (AHW) basis working an average of 42.5 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 Chester Army Cadet Force HQ.

Army
Reserve

Royal
Auxiliary
Air Force

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

Sea
Cadets

Army
Cadet
Force

4. This appointment is classed as a "MOBILE Grade". 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.

RAF
Air
Cadets

5. Cheshire ACF HQ staff are known as Professional Support Staff (PSS) which consists of the CEO (Grade C2), 1 x Cadet Quartermaster (Grade D), 1 x Cadet Stores Assistant, 4 x Cadet Admin Assistants (Grade E1), and 2 x Admin Officers (Grade E1).

Combined
Cadet
Force

6. The salary is £36,979 including an AHW enhancement. 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

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part of the package, we offer a generous annual leave allowance plus a day off for your birthday and free secure car parking facilities available at Cheshire ACF.

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 offer of employment will be conditional to 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)

10. 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.

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

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 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:

Head of Human Resources (CEO Cheshire ACF)
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 28 June 2019**.

14. Interviews will be held at HQ NW RFCA, Gladstone House, Altcar Training Camp, Hightown, Liverpool L38 8AF on **Tuesday 9 July 2019**.

15. Further information concerning this appointment can be obtained from the current CEO – Major Nick Carpenter - nw-che-ceo@rfca.mod.uk or 01244 390252

Original signed

Pamela Peers
Head of Human Resources
For Chief Executive

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