



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

Alt House
Altcar Training Camp
Liverpool L38 7JD

Telephone (Skype): 0151 318 3328

Email: nw-hr@rfca.mod.uk

NW HR/VACANCIES

See Distribution

5 March 2021

Royal
Naval
Reserve

VACANCY NOTICE – ADMINISTRATIVE OFFICER – CUMBRIA ARMY CADET FORCE

Royal
Marines
Reserve

1. We have a full time vacancy with an immediate start date as an Administrative Officer (E1). This is a permanent Crown Servant position based at Cumbria ACF, Ypres Block, The Castle, Carlisle, Cumbria, CA3 8UR.

Army
Reserve

2. The salary offered is £20,919 per annum. The successful applicant will be eligible to join the CRFCA pension scheme which is a Career Average Revalued Earnings Scheme (CARE).

Royal
Auxiliary
Air Force

3. The breakdown of the Cumbria ACF team consists of:

Sea
Cadet
Corps

- 1 x Cadet Executive Officer (CEO) (Grade C2) (AHW)
- 1 x Cadet Quarter Master (CQM) (Grade D) (AHW)
- 3 x Cadet Administrative Assistant (CAA) (Grade E1) (AHW)
- 1 x Cadet Stores Assistants (CSA) (Grade (AHW)
- 2 x Administrative Officers (AO) (E1)

Army
Cadet
Force

4. The position is a full time appointment working 37 hours per week (Monday Friday). The working hours are:

Air
Training
Corps

- Monday - Thursday: 0830 - 1630 hrs
- Friday: 0830 - 1600 hrs

Combined
Cadet
Force

5. This is a fantastic opportunity for anyone who has administrative experience working in a fast paced office. In exchange for your experience, we offer free car parking and a day off for your birthday.

6. The successful candidates 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.

7. 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)

8. All staff are required to complete a 12 month probationary period which is reported on monthly by the Line Manager.

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

10. If you wish to apply for this post, please send us a covering letter of no more than two sides of A4, along with your CV. In your covering letter, 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 excel in the duties and responsibilities set out in the main activities/key tasks of the Job Description. Please send your letter and CV to:

Head of Human Resources (Cumbria ACF AO)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 7JD

Telephone: 07816599226
Email: nw-hr@rfca.mod.uk

11. The closing date for applications is Friday 26 March 2021, with interviews being held on Thursday 8 April 2021.

12. Applicants selected for interview will be offered the choice of either a virtual, or a socially distanced, face to face interview (at Cumbria ACF, Carlisle Castle).

13. As a result of the ongoing HM Government COVID restrictions, you may be required to carry out your work through a mixture of working from home, and working from the office, with some face to face meetings (ensuring appropriate COVID safety measures) and some virtual meetings. The Policy of NW RFCA will adapt with ongoing changes to HM Government Direction.

Original signed

Pamela Peers
Head of Human Resources
For Chief Executive

Distribution:

Internal:

All Association Staff – Heads of Department

External:

Regular & Reserve Major Units in NW – for Adjts

NRCNE – for COS

ACF CEOs

NW ATC Wg OCs

SCC NW Area Office

www.facebook.com/NorthWestRFCA

www.nwrfca.org.uk

www.linkedin.co.uk