



NW RFCA

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

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See Distribution

1 October 2021

VACANCY NOTICE – Part-time (18.5 hrs) ADMINISTRATIVE OFFICER – GREATER MANCHESTER ACF

1. We have a part time vacancy with an immediate start date as an Administrative Officer (E1). This is a permanent Crown Servant position based at Greater Manchester ACF, Holcombe Moor Cadet Training Centre, Spenleach Lane, Holcombe Moor, Bury, BL8 4JJ.

Royal
Naval
Reserve

Royal
Marines
Reserve

2. Greater Manchester Army Cadet Force is made up of the following

Army
Reserve

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

Royal
Auxiliary
Air Force

3. This position is part-time working 18.5 hour a week (Wednesday – Friday).
The working hours are:

Sea
Cadets

Wednesday: 1230 hrs - 1630hrs
Thursday: 0830 hrs - 1630hrs
Friday: 0830 hrs - 1600 hrs

Army
Cadet
Force

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

RAF
Air
Cadets

5. The salary offered is £10584.50 per annum. The successful applicant may be eligible to join the CRFCA pension scheme which is a Career Average Revalued Earnings Scheme (CARE).

Combined
Cadet
Force

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

7. If you wish to apply for this post, please send in 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 (AO – Gtr Man ACF)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 7JD

Telephone: 07816599226

Email: nw-hr@rfca.mod.uk

7. The closing date for applications is 1600 hrs on Friday 22 October 2021, with interviews being held week beginning Thursday 4 November 2021.

8. Applicants selected for interview will be offered the choice of either a virtual, or a socially distanced, face to face interview at Greater Manchester ACF.

Original signed

Pamela Peers
Head of Human Resources
For Chief Executive

Enc:

1. Job Description and Personal Specification

Distribution:

External:

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

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