



# NW RFCA

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

Mrs Pamela Peers Assoc CIPD, JP  
Head of Human Resources  
Alt House  
Altcar Training Camp  
Hightown  
Liverpool L38 7JD

Telephone: 0151 318 3328  
Email: nw-hr@rfca.mod.uk

See Distribution

27 October 2021

## VACANCY NOTICE – INFRASTRUCTURE LOGISTICS ASSISTANT – INFRASTRUCTURE DEPARTMENT

1. We have a full-time vacancy with an immediate start date, as an Infrastructure Logistics Assistant (Skill Zone 2). This is a permanent Crown Servant position based at Alt House, Altcar Training Camp, Hightown, Liverpool, L38 7JD.

Royal  
Naval  
Reserve

Royal  
Marines  
Reserve

2. The Infrastructure Department consists of:

Army  
Reserve

- 1 x Head of Infrastructure (Grade C1)
- 1 x Infrastructure Resource Manager (Dep Hd of Dept) (Grade C2)
- 1 x Senior Surveyor (Grade C2) \*
- 1 x Surveyor (Grade D) \*
- 1 x Tenancy & Lease Manager (Grade D) \*
- 1 x Maintenance & Contracts Officer (Grade D) \*
- 3 x Administrative Officers (Grade E1)
- 1 x Infrastructure Logistics Assistant (Skill Zone 2)

Royal  
Auxiliary  
Air Force

Sea  
Cadets

Army  
Cadet  
Force

\* = Infrastructure Technical Team

3. The Infrastructure Logistics Assistant position is a full-time appointment working 37 hours per week (Monday Friday). The working hours are:

RAF  
Air  
Cadets

- Monday - Thursday: 08.30 hrs – 16.30 hrs
- Friday: 08.30 hrs - 1600 hrs

Combined  
Cadet  
Force

4. The role requires you to work some overtime (the odd evening or weekend) for which you will receive overtime payment at the rate stated in the RFCA Staff Regulations or you can take TOIL .

5. The salary offered is £19,007 per annum. The successful applicant will be eligible to join the CRFCA pension scheme, which is a Career Average Revalued Earnings (CARE) Scheme.

6. We offer a Hybrid Working pattern, free car parking and an additional day off for your birthday.

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

8. 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 (LSA – Infra)  
NW RFCA  
Alt House  
Altcar Training Camp  
Liverpool  
L38 7JD

Telephone: 07816599226

Email: [nw-hr@rfca.mod.uk](mailto:nw-hr@rfca.mod.uk)

9. The closing date for applications is 0900 hrs on 19 November 2021, with interviews being held week beginning 29 November 2021 in the Conference room of Alt House.

*Original signed*

Pamela Peers  
Head of Human Resources  
For Chief Executive

Enc:

1. Job Description and Personal Specification

Distribution:

Internal:

All Association Staff

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  
[www.facebook.com/NorthWestRFCA](https://www.facebook.com/NorthWestRFCA)  
[www.nwrfca.org.uk](http://www.nwrfca.org.uk)  
[www.linkedin.co.uk](http://www.linkedin.co.uk)  
[www.CTP.org.uk](http://www.CTP.org.uk)  
[www.forcesfamilies](http://www.forcesfamilies)  
[www.indeed.com](http://www.indeed.com)  
jobs.co.uk