



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/CAA/GTR MAN

See Distribution

16 December 2021

VACANCY – CADET ADMINISTRATIVE ASSISTANT – GREATER MANCHESTER ARMY CADET FORCE

1. A full time vacancy with an immediate start date for a permanent Crown Servant position (Grade E1) Cadet Administrative Assistant (CAA), based at Greater Manchester Army Cadet Force, Holcombe Moor Cadet Training Centre, Spenleach Lane, Holcombe Moor, Bury, BL8 4JJ.

Royal
Naval
Reserve

Royal
Marines
Reserve

Army
Reserve

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

- 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

Sea
Cadets

3. 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 Greater Manchester Army Cadet Force HQ.

Army
Cadet
Force

RAF
Air
Cadets

4. It should be noted that as a condition of employment, the successful candidate will be required to become a member of Greater Manchester Army Cadet Force 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.

Combined
Cadet
Force

5. 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.

6. The salary is £24,656 including an AHW enhancement. This is subject to an annual MOD pay rise.

7. 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.

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

9. 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:

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10. The closing date for applications is **1300 hrs on Tuesday 12 January 2022.**

11. Interviews will be held in Greater Manchester ACF on **Wednesday 26 January 2022.**

Original signed

Pamela Peers
Head of Human Resources
For Chief Executive

Encs

Distribution:

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