



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

See Distribution

16 June 2022

VACANCY NOTICE – BUSINESS MANAGER (BM) – NW RFCA

1. A full time vacancy with an immediate start has arisen for a permanent Crown Servant position (Grade C2) in the role of the Business Manager (BM), based at Alt House, Altcar Training Camp, Hightown, Liverpool, L38 7JD.

Royal
Naval
Reserve

2. This position is a full-time appointment working 37 hours per week (Monday – Friday). It will require the successful candidates to routinely work outside core working hours and also, the occasional weekends/Public Holiday as directed/agreed by the Line Manager TOIL and/or exceptionally overtime will be paid. The core hours of work are:

Royal
Marines
Reserve

- Monday to Thursday - 0830hrs – 1630hrs
- Friday - 0830hrs -1600hrs

Army
Reserve

3. The Business Manager leads the Business Support Team, which is made up of the following staff:

- 1 x Business Manager (C2)
- 3 x Business Support Admin Officers (E1)

Royal
Auxiliary
Air Force

Sea
Cadets

4. This appointment is classed as a “mobile grade”. The incumbent will be expected to relocate with the organisation – or wider if required if in the best interest of the Association.

Army
Cadet
Force

5. The successful applicants will be required to travel UK wide and occasional air, and train travel can be expected. Applicants must have a valid driving licence in order to self-drive. A pool car will be available for the successful applicants to use for business travel.

RAF
Air
Cadets

6. The position offers free car parking, the use of a free Military gym available at Altcar Training Camp and the day off for your birthday.

Combined
Cadet
Force

7. The salary is £33,000 per annum. This is subject to any annual MOD pay rise. The successful applicant, may be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE). The post holder must live within one hour travelling distance (in peak time) of NW RFCA HQ.

8. 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 for leave purposes.

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. There is a 12 month probationary period which will be reported on monthly by the Deputy Chief Executive.

11. The 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 CV. 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 undertake the duties and responsibilities set out in the main activities/ key tasks of the Job Description. Please send to:

Human Resources Administrative Officer (BM)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 8JD

Telephone: 0151 318 3327

Email: nw-hrasst@rfca.mod.uk

13. The closing date for applications is 1300 hrs on **Friday 1 July 2022**

14. Interviews will be held at Alt House, Altcar Training Camp on **week commencing 11 July 2022**.

Original signed

Debra Hatfield
Human Resources Administrative Officer
For Chief Executive

Distribution:

Internal:

All Association Staff – Heads of Department

External:

Council of RFCAs – PA to CE CRFCA

All RFCAs – for Chief Executives

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

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NW ATC Wg OCs

SCC NW Area Office

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