



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

17 June 2022

VACANCY NOTICE – LOGISTICS SUPPORT ASSISTANT – CHESHIRE/ISLE OF MAN ARMY CADET FORCE (IOM ACF)

1. A full time vacancy has arisen for a permanent Crown Servant position (Grade E1) Logistics Support Assistant (LSA), based at the Isle of Man Army Cadet Force.
2. 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 30 minutes under rush hour traffic conditions) of the Isle of Man ACF HQ.
3. It should be noted that as a condition of employment, the successful candidate will be required to become a member of the Isle of Man Army Cadet Force and attend various camps throughout the year (such as Easter and Summer Camps). The post holder will be remunerated with an Army Cadet Force (ACF) Voluntary Allowance for training and expenses for their ACF activities.
4. 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.
5. The Isle of Man based staff are made up of the following:
 - 1 x Logistics Support Assistant (Crown Servant – Grade E1 - AHW)
 - 1 x Administrative Officer part time (Grade E1)The Cheshire based staff are made up of the following:
 - 1 x Cadet Executive Officer – Grade C2
 - 1 x Cadet Quartermaster – Grade D
 - 3 x Logistics Support Assistant (Crown Servant – Grade E1 - AHW)
 - 2 x Administrative Officer (Grade E1)
 - 2 x Cadet Stores Assistant

6. The salary is £24,656 per annum this is inclusive of the AHW uplift. On top of your salary you will receive and additional 7.5% of your salary for Retention. This is subject to an annual MOD pay rise. The successful candidate may be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earning Scheme (CARE). As part of the package, we offer a generous annual leave allowance plus a day off for your birthday and free secure car parking.

7. 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.

8. 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.

9. The successful candidate will be required to be Security Cleared (SC) and have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.

10. The offer of employment will be conditional to the following:

- Confirmation of the right to work in the Isle of Man
- 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)

11. A 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 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. Please send your application to:

Human Resources Coordinator (LSA IOM ACF)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 7JD

Telephone: 07816 599886



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13. The closing date for applications is **1300 hrs on Friday 24 June 2022**
14. Interviews will be held at the Isle of Man ACF HQ **on 29 June 2022**

Yours faithfully

Original signed

Charlotte O'Brien
Human Resources Coordinator
For Chief Executive

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