



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

04 August 2022

VACANCY NOTICE – ADMINISTRATIVE OFFICER (AO) – MERSEYSIDE ARMY CADET FORCE

1. A full time vacancy with an immediate start has arisen for a permanent Crown Servant position in the role of the Cadet Administrative Officer (CAO), based at Merseyside ACF, St Georges Centre, Altcar Training Camp, Hightown, Liverpool, L38 7JD.

Royal
Naval
Reserve

Royal
Marines
Reserve

2. This position is a full-time appointment working 37 hours per week (Monday – Friday). The core hours of work are:

Army
Reserve

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

Royal
Auxiliary
Air Force

3. Merseyside ACF HQ staff are known as Professional Support Staff (PSS) which consists of the following:-

Sea
Cadets

- 1 x Cadet Executive Officer (CEO) (Grade C2) (AHW)
- 1 x Cadet Quartermaster (CQM) (Grade D) (AHW)
- 4 x Cadet Administrative Assistant (CAA) (Grade E1) (AHW)
- 1 x Cadet Stores Assistants (CSA) (Grade E1) (AHW)
- 2 x Administrative Officers (AO) (Grade E1)

Army
Cadet
Force

4. 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.

RAF
Air
Cadets

5. The salary is £21,169 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.

Combined
Cadet
Force

6. 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.

7. 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)

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

9. The job description and personal specification are attached to this vacancy notice.

10. Candidates are strongly encouraged to contact Merseyside CEO to discuss the position before the closing date.

11. 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 AO (CAO-MerACF)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 8JD

Telephone: 0151 318 3327
Email: nw-hrasst@rfca.mod.uk

12. The closing date for applications is 1300 hrs on Friday 12 August 2022.

13. Interviews will be held week Tuesday 23 August 2022.

14. Further information concerning this appointment can be obtained from the Cadet Executive Officer, Andy Downey at: nw-mer-ceo@rfca.org.uk or direct on 0151 459 0241.

Original signed

Debra Hatfield
Human Resources Administrative Officer
For Chief Executive

Distribution: