



# NW RFCA

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

**Mr Gavin Jones**  
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NW HR/Vacancies/CEO\_Cheshire

22 December 2023

*See Distribution*

## VACANCY – CADET EXECUTIVE OFFICER – CHESHIRE & THE ISLE OF MAN ARMY CADET FORCE

Royal  
Naval  
Reserve

1. A full time vacancy will arise in May 2024 for a permanent Crown Servant position (Grade HEO/C2 AHW) Cadet Executive Officer (CEO), based at Cheshire Army Cadet Force, Fox Barracks, Liverpool Road, Cheshire, CH2 4AB.

Royal  
Marines  
Reserve

2. The contract for this position is on an All Hours Worked (AHW) basis working an average of 42.5 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. The CEO must also be prepared to fly or journey by ferry to the IoM. Due to the nature of the work the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Cheshire Army Cadet Force HQ.

Army  
Reserve

Royal  
Auxiliary  
Air Force

3. It should be noted that as a condition of employment, the successful candidate will be required to become a member of Cheshire Army Cadet Force and attend various camps throughout the year (such as Easter and Summer Camps). As a condition of employment, the CEO Cheshire & The Isle of Man ACF shall be granted and retain a cadet commission (Major) within the ACF. The incumbent will be remunerated with an ACF Voluntary Allowance for training, and expenses for their ACF activities.

Sea  
Cadets

Army  
Cadet  
Force

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.

RAF  
Air  
Cadets

5. Cheshire & The Isle of Man ACF HQ staff are known as Professional Support Staff (PSS) which consists of:

Combined  
Cadet  
Force

- a. 1 x Cadet Executive Officer (CEO) (Grade HEO/C2) (AHW)
- b. 1 x Cadet Quartermaster (CQM) (Grade EO/D) (AHW)
- c. 2 x Cadet Stores Assistant (CSA) (Grade AO/E1) (AHW)
- d. 4 x Cadet Administrative Assistants (CAA) (Grade AO/E1) (AHW) (1 x based on IoM)
- e. 3 x Administrative Officers (AO) (Grade AO/E1) (1 x based on IoM)

6. The salary is £41,1730 per annum including an AHW enhancement. This is subject to an annual MOD pay rise. The successful candidate will 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 facilities available at Cheshire ACF.

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 six months, which could be ceased sooner on the recommendation of good monthly probation reports from the line manager.

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

- a. Confirmation of the right to work in the UK.
- b. Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid by the Association.
- c. Satisfactory references..
- d. Successful completion of the Baseline Personal Security Standards check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)

10. 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.

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:

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13. The closing date for applications is **1300 hrs on Friday 26 January 2024**. Although NW RFCA reserve the right to close the application window early. Interviews will be held week commencing 05 February 2024. Please note that the expected start

date for this post is the beginning of May 2024 to allow a handover/takeover with the incumbent.

*Original signed*

Gavin Jones  
**Business Manager**  
For Chief Executive

Distribution:

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All Association Staff

External:

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Army HQ NW – for DCOS and SO2 Transition  
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NRCNE – for COS  
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NW ATC Wg OCs  
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