



NW RFCA

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

**Mr Gavin Jones
Business Manager**

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NW HR/Vacancies/SEM

20 March 2024

See Distribution

VACANCY – SENIOR ESTATE MANAGER 2 (SEM 2) NW RFCA

1. A full time vacancy will arise in May 2024 for a permanent Crown Servant position (SEO/C1) Senior Estate Manager (SEM), based at Alt House, Altcar Training Camp, Hightown, Liverpool, L38 7JD.

Royal
Naval
Reserve

2. The Reserve Forces' and Cadets' Associations (RFCAs) are central government bodies with Crown status, each with their own schemes of association, drawn up in accordance with Defence Council regulations, under the Reserve Forces Act 1996 (RFA 96). The RFCAs are arm's-length bodies (ALB) of the Ministry of Defence (MOD). The Council of RFCAs (CRFCA) constituted by the 13 individual RFCAs provides central coordination and corporate focus to enable the Associations to fulfil the requirements of their customers, within resources. The CRFCA gives advice and assistance to the Defence Council and to the Royal Navy, the Army and the Royal Air Force on matters that concern Reserve Forces and cadets.

Royal
Marines
Reserve

Army
Reserve

Royal
Auxiliary
Air Force

3. This is a new role under the move to the MODs Future Defence Infrastructure Services (FDIS) contract which for the North West is under Vivo Defence Services. The contract comes live on 1 Aug 24. The job description will be refined continually as NW RFCA moves to the start date and also over the coming weeks and months as the contract settles down into steady state. It therefore requires an individual who will be flexible in approach and will be prepared to undertake potential minor change to the outputs of the role.

Sea
Cadets

Army
Cadet
Force

4. The position is a full-time appointment working 37 hours per week (Monday – Friday). It will require the successful candidate 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:

RAF
Air
Cadets

- a. Monday to Thursday - 0830hrs – 1630hrs
- b. Friday - 0830hrs -1600hrs

Combined
Cadet
Force

5. The Estate Department comprises the following personnel:

- a. 1 x Head of Estate (Grade 7/B2)
- b. 2 x Senior Estate Managers (SEO/C1)
- b. 5 x Estate Managers (HEO/C2)
- c. 2 x Estate Officers (EO/D)
- d. 1 x LMS Officer (EO/D)
- e. 2 x Administrative Officers (AO/E1)
- f. 1 x Logistics Assistant (Skill Zone 2)

6. The SEM 2 has responsibility for the management and assurance of Hard FM services in support of users of the Volunteer Estate (VE), across the counties of Greater Manchester, Merseyside, Cheshire and Lancashire.
7. The SEM 2 has responsibility for the delivery of infrastructure projects up to €5m, providing support to the Hd Est and respective TLB representatives to ensure the successful delivery of all billable works across the VE.
8. The SEM 2 is accountable to the Hd Est working with the NW RFCA's industry partner (Vivo Defence Services), for the successful delivery of Hard FM services and They are accountable for assuring the compliance of the VE. Services are delivered through Hard FM suppliers. The SEM 2 is responsible for the delivery of outcomes by the Estate Team who will support the effective contract/performance management and assurance of Hard FM services.
9. This appointment is classed as a "mobile grade". The incumbents will be expected to relocate with the organisation – or wider if required if in the best interest of the Association.
10. The successful applicant 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.
11. 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.
12. The salary is £43,080 per annum. This is subject to any annual MOD pay rise. The successful applicant, will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE)
13. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays). Annual leave entitlement increases by 1 day per year up to 30 days; those with 5 years' prior service with HM Forces/OGD will start with 30 days' entitlement.
14. 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 (one will be your current employer)
 - d. Successful completion of the Baseline Personal Security Standards check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)
15. There is a six month probationary period which will be reported on monthly by the Head of Estate as Line Manager
16. The job description and personal specification are attached to this vacancy notice.
17. 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:

Business Manager (Senior Estate Manager 2)
NW RFCA
Alt House
Altcar Training Camp
Liverpool L38 7JD

Telephone: 0151 318 3328

Email: nw-bm@rfca.mod.uk

18. The closing date for applications is 1630 hrs on **Thursday 28 March 2024**. Please note NW RFCA reserve the right to close the application period at any time before the closing date.

19. Interviews will be held on **Thursday 18 April 2024**.

[Original signed]

Gavin Jones
Business Manager
For Chief Executive

Distribution:

Internal:

All Association Staff

External:

All RFCAs –for Office Managers
HQ North West – DCOS
Regular and Reserve Units in the NW – For Adjutants
NRCNE – for COS
ACF CEOs
NW ATC Wg OCs
SCC NW Area Office
Board Members
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