



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/CEO_Lancashire

21 March 2024

See Distribution

VACANCY – CADET EXECUTIVE OFFICER – LANCASHIRE ARMY CADET FORCE

1. A full time vacancy for a permanent Crown Servant position (Grade HEO/C2 AHW) Cadet Executive Officer (CEO), based at Lancashire Army Cadet Force, Bldg 73, Chindits Way, Preston, PR2 8DG, with a start date in late April or early May 2024.

Royal
Naval
Reserve

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. 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 Lancashire 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 Lancashire Army Cadet Force and attend various camps throughout the year (such as Easter and Summer Camps). As a condition of employment, the CEO Lancashire 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. Lancashire 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. 1 x Cadet Stores Assistant (CSA) (Grade AO/E1) (AHW)
- d. 4 x Cadet Administrative Assistants (CAA) (Grade AO/E1) (AHW)
- e. 2 x Administrative Officers (AO) (Grade AO/E1))

6. The salary is £41,173 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 Lancashire 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 **1630 hrs on Friday 5 April 2024**. Although NW RFCA reserve the right to close the application window early. Interviews will be held on Monday 22 April 2024.

Original signed

Gavin Jones
Business Manager
For Chief Executive

Distribution:

Internal:

All Association Staff

External:

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
ACF CEOs
NW ATC Wg OCs
SCC NW Area Office
Board Members

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