



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/REED

23 April 2024

See Distribution

VACANCY – REGIONAL EMPLOYER ENGAGEMENT DIRECTOR: FOR CUMBRIA AND LANCASHIRE

Royal
Naval
Reserve

1. A full-time vacancy has arisen for a permanent Crown Servant position (Grade C2/HEO) Regional Employer Engagement Director (REED) working from Alt House, Altcar Training Camp, Hightown, Liverpool, L38 7JD. The position we are recruiting for will look after business accounts in Cumbria and Lancashire. However, in the interests of the Engagement outputs, the incumbent will be expected to cover for colleagues across the geographical area when required. Also, they must be prepared for a change of region, should the business model require such a change.

Royal
Marines
Reserve

Army
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
Auxiliary
Air Force

Sea
Cadets

3. The position is a full-time appointment working 37 hours per week (Monday to Friday). It will require the incumbent to work outside normal working hours and on occasions as the business requires, at weekends/public holidays, as directed and agreed by the Head of Engagement (Hd Engt) for which TOI will be granted. 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 Alt House, Altcar Training Camp. The normal hours of working are:

Army
Cadet
Force

RAF
Air
Cadets

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

Combined
Cadet
Force

4. The Engagement Team consists of:

- 1 x Head of Engagement (Grade C1/SEO)
- 4 x REEDs (Grade C2/HEO)

- The REEDs cover the following geographical areas:
 - Cumbria and Lancashire
 - Merseyside and the Isle of Man
 - Greater Manchester

iv. Cheshire

- 1 x Head of Communications (Grade C2/HEO)
- 2 x Admin Officers (Grade E1/AO)

5. The salary is £35,290 per annum and 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). As part of the package, we offer a generous annual leave allowance plus a day off for your birthday, free use of a military gym and free secure car parking facilities available at Alt House.

6. There is a probationary period of six months, reported on monthly by the Head of Engagement.

7. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays) which increases to 30 days with 5 years' Armed Forces or other Government Service.

8. 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 (BPSS) check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)

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

10. If you wish to apply for this post, please send a covering letter of no more than two sides of A4 along with your 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 to:

Business Manager (REED)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 8JD

Telephone: 07816 599226
Email: nw-bm@rfca.mod.uk

11. The closing date for applications is 1630hrs on Tuesday 7 May 2024. Please note NW RFCA reserve the right to close the application period at any time before the closing date.

12. Interviews will be held week commencing 20 May 2024.

13. Lastly, it is highly recommend that any prospective candidate contacts the current REED for Cumbria and Lancashire (Mr Gary Oakford: nw-lan-reed@rfca.mod.uk) or the Hd Engt (Mr Geoff Nuzum: nw-headeng@rfca.mod.uk)

Original signed

Gavin Jones
Business Manager
For Chief Executive

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