



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/Deputy_Chief_Executive

22 October 2024

See Distribution

VACANCY – DEPUTY CHIEF EXECUTIVE RESERVE FORCES' AND CADETS' ASSOCIATION FOR THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN (DCE NW RFCA)

Royal
Naval
Reserve

1. A full time vacancy will arise in January 2025 for a permanent Crown Servant position (Grade C1/SEO) Deputy Chief Executive (DCE), based at Alt House, Altcar Training Camp, Hightown, Liverpool, Merseyside, L38 7JD.

Royal
Marines
Reserve

2. This position is a full-time appointment working 37 hours per week (Monday – Friday). It will require the successful candidate to occasionally work outside core working hours and also the occasional weekends/Public Holiday. TOIL and/or exceptionally, overtime will be paid when authorised by the CE in accordance with RFCA Staff Regulations. The core hours of work are:

Army
Reserve

a. Monday to Thursday - 0830hrs – 1630hrs

b. Friday - 0830hrs -1600hrs

Royal
Auxiliary
Air Force

3. NW RFCA is one of 13 RFCAs which provide support for Reserve Forces and Cadet units throughout the UK and the Isle of Man. Each RFCA has a volunteer membership of some 120 –175 and is served by a small full-time, salaried executive and a Professional Support Staff (PSS) supporting each Army Cadet Force (ACF) county. NW RFCA employs c106 salaried staff.

Sea
Cadets

Army
Cadet
Force

4. The Job Description is attached to this vacancy letter.

RAF
Air
Cadets

5. This appointment is classed as a “mobile grade”. The incumbent will be expected to relocate with the organisation – or wider if required - in the best interest of the Association.

6. The successful applicant will be required to travel UK wide by car, air/boat (to/from the Isle of Man) and train. Applicants must have a valid driving licence in order to self-drive. An allocated MOD funded car (within the allowance) will be provided – to which the incumbent will pay UK tax – for business and personal travel.

Combined
Cadet
Force

7. 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.

8. The salary is £47,260 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).

9. 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.
10. The successful candidate may be accommodated in a tied-property based on Altcar Training Camp under a tenancy agreement and subject to a separate discussion.
11. 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).
12. There is a six month probationary period which will be reported on monthly by the Chief Executive NW RFCA as Line Manager.
13. If you wish to apply for this post, you should send a typed covering letter of no more than two sides of A4 along with a CV. Please focus on providing evidence on 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.
14. Please send to:
- Deputy Chief Executive (DCE)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 8JD
- Telephone: 0151 318 3328
Email: nw-cedep@rfca.mod.uk
15. The closing date for applications is 1600 hrs on **Friday 22 November 2024**. Please note NW RFCA reserve the right to close the application period at any time before the closing date.
16. Interviews will be held on **Tuesday 03 December 2024** in person at Alt House. The **Handover/Takeover is planned to occur from 20 January 2025 – 31 January 2025, assuming the role on 01 February 2025**. However this may be changed to meet the resignation requirements of the successful candidates employer.
17. Potential applicants are very strongly advised to visit/make contact with the current incumbent (Mr Chance Wilson DL – nw-cedep@rfca.mod.uk / Mob: [07713 630820](tel:07713630820)) at Alt House to understand the role.

Original signed

Gavin Jones
Business Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

External:

Board Members

All RFCAs – for Chief Executives

Army HQ North – 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

Cadet Force Resource Centre (Vacancies)

www.CTP.org.uk

www.facebook.com/NorthWestRFCA

[www.linkedin](https://www.linkedin.com)

www.nwrfca.org.uk

www.officersassociation.org.uk

www.defencegateway.mod.uk