



# NW RFCA

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

**Mr Gavin Jones**  
**Business Manager**  
Alt House  
Altcar Training Camp  
Hightown  
Liverpool L38 7JD

Telephone: 07816 599226  
Skype: 0151 318 3328  
Email: nw-bm@rfca.mod.uk

NW HR/Vacancies/Communications Support

25 October 2024

See Distribution

## VACANCY – COMMUNICATIONS SUPPORT CONTRACTOR - 01 November 2024 to 31 March 2025

1. North West RFCA have a requirement for a Communications Support Contractor working on a consultancy basis. The position will be responsible for producing the associations' social media posts and internal and external communications.

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. The required hours for this post are 15 hours per week for which the successful person will be paid a flat rate of £300 per week. It will require the incumbent to occasionally 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). The working hours are flexible, however the incumbent will be expected to attend at Alt House when required by Hd Engt.

Sea  
Cadets

Army  
Cadet  
Force

4. The Contractor is required to undertake the following outputs:

a. Managing the Association's digital communications, to include:

RAF  
Air  
Cadets

- i. NW RFCA website (responsible for content creation).
- ii. Social media platforms (including – LinkedIn, Instagram, Facebook)
- iii. e-newsletter – (3 editions p/yr) (Responsible for content collation and proof reading).
- iv. Create graphics for use on social media (using Canva and other media tools)

Combined  
Cadet  
Force

b. Manage the associations' social media outputs:

- i. Share 2 posts per week per platform, covering Defence campaigns and NW RFCA news items.

- ii. Work with the web agency (Buchanan Drive) to ensure we have an effective webcare package, hosting plan and web development support in place.
  - iii. Provide liaison between the Association, other RFCAs and CRFCA Communications personnel
  - iv. Edit and produce relevant corporate publications such as the Annual General Meeting report on behalf of the Chief Executive
- c. Other Communications activities to include:
- i. Assist departments of the Association with the organisation and delivery of engagement events.
  - ii. Maintain photographic and video galleries of Association events, such as:
    - a. Gold and Silver ERS Awards
    - b. Lord-Lieutenant and Lieutenant Governors Awards
    - c. Royal visits
    - d. Ships Visits
    - e. Other high profile events

5. If you wish to be considered for this post please contact Mr Geoff Nuzum (Head of Engagement) via mobile 07816 599302 or email on [nw-headeng@rfca.mod.uk](mailto:nw-headeng@rfca.mod.uk)

*Original signed*

Gavin Jones  
**Business Manager**  
For Chief Executive

Distribution:

Internal:

All Association Staff

External:

All RFCAs – for Hds Bus Sp  
Army HQ NW – for DCOS and SO2 Transition  
Regular & Reserve Major Units in NW – for Adjts: Please distribute widely  
NRCNE – for COS  
ACF CEOs  
NW ATC Wg OCs  
SCC NW Area Office  
Board Members

[www.CTP.org.uk](http://www.CTP.org.uk)  
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[www.defencegateway.mod.uk](http://www.defencegateway.mod.uk)