



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/Camp_Operative_3

06 March 2025

See Distribution:

VACANCY NOTICE – SENIOR CAMP OPERATIVE (ZONE 3) – ALT CAR TRAINING CAMP

1. We have a full time vacancy for Senior Camp Operative (Zone 3), with an immediate start date. This post is a permanent Crown Servant position based at Altcar Training Camp, Hightown, Liverpool, L38 7JD.

Royal
Naval
Reserve

2. The salary for this post is £25,180 per annum. This is subject to an annual MOD pay rise.

Royal
Marines
Reserve

3. The breakdown of the Altcar team consists of:

Army
Reserve

- a. 1 x Camp Commandant (Grade C2/HEO)
- b. 1 x Quartermaster (Grade D/EO)
- c. 1 x Range Liaison Officer (Grade D/EO)
- d. 1 x Administrative Officer (Grade E1/AO)
- e. 3 x Camp Operatives (Supervisors) (Zone 3)
- f. 12 x Camp Operatives (Zone 2)

Royal
Auxiliary
Air Force

4. The post is a full time appointment working 37 hours per week as below:

Sea
Cadets

- a. Monday – Thursday: 0800 hours – 1600 hours
- b. Friday: 0800 hours – 1530 hours
- c. Saturday & Sunday: 0800 hours – 1600 hours

Army
Cadet
Force

5. A requirement of this role is that Camp Operative 3 must hold at least RMQ 1-3 Qualification or a Small Arms Qualification or Nationally Recognised Civilian Equivalent. The incumbent will be expected to rotate between working in the Camp HQ or in Range Control. The rotation will only occur when the incumbent is Range Safety Officer Qualified/Competent. Range Safety Qualification is essential owing to the nature of the role. NW RFCA will be responsible for ensuring any successful applicant is course loaded and attends the Range Safety Course.

RAF
Air
Cadets

Combined
Cadet
Force

6. The Camp Operative 3 appointment is responsible to the Quartermaster (QM) and Range Liaison Officer (RLO) for the supervision of the Camp Operative 2s.

7. Working pattern

- a. The Camp Operative 3 is required to work 37 hours per week over a 7- day (Monday-Sunday) period. The working pattern is to be decided in consultation with the Line Manager (Quartermaster) and RLO.

b. A rota will be provided by the Line Manager.

c. The Camp Operative 3 is entitled to 2 x days off for each 7- day period worked. These 2 x days off are to be taken in consultation with the Camp Operative's 3 Line Manager and RLO. This will ensure manning cover. The 2 x days off must be taken within the following 10-day period (2 weeks).

d. The Camp Operative 3 is required to work on average one weekend in three. The Camp Operative 3 could be required to work concurrently weekend on/weekend off (i.e. to cover for sickness, leave, courses or in exceptional circumstances (manning requirement) as agreed by the Line Manager).

8. As part of the conditions of employment the incumbent must attend and pass a Range Safety Officers course before they can be confirmed in appointment. NW RFCA are responsible for ensuring the operative attends the course.

9. There is a 6 month probationary period which is signed off by the line manager following successful monthly reviews between post holder and line manager.

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

11. 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 in 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. Please send your application to:

Business Manager (Skill Zone 3)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 8JD

12. For an informal chat regarding the vacancy, you are strongly advised to contact the Range Control Office on 0151 929 2539 and ask for Mr Gerry Allen, Range Liaison Officer.

13. The closing date for applications is **1600 hrs on 21 March 2025**. Please note NW RFCA reserve the right to close the application period at any time before the closing date. Interviews are scheduled for week commencing 7 April 2025.

14. NW RFCA is committed to providing a safe and healthy working environment for its staff which includes educating them on the benefits of not smoking, protecting them from the harmful effects of second-hand smoke and supporting those who want to give up smoking. Under the Smoke-Free Working Environment Policy, smoking and the use of tobacco products (including combustible and chewing tobacco products) will not be permitted anywhere in the Defence working environment by 31 December 2022. The policy is whole force and includes all Defence personnel, contractors, visitors and other non-MOD personnel. All applicants seeking, considering, or accepting employment with the NW RFCA should be aware of this policy and that it is already in place at a number of Defence Establishments.

Original signed

Gavin Jones
Business Manager
For Chief Executive

Distribution:

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All Association Staff

External:

All RFCAs – for Chief Executives

Army HQ North – for DCOS and SO2 Transition

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NRCNE – for COS

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