NW A/331

See Distribution 29 July 2014

VACANCY NOTICE – PROFESSIONAL SUPPORT STAFF

CADET ADMINISTRATIVE ASSISTANT (CAA) - GREATER MANCHESTER ARMY

CADET FORCE

1. A vacancy with an immediate start has arisen for a full-time Professional

Support Staff as a Cadet Administrative Assistant (CAA) at Greater Manchester

Army Cadet Force based in the County Headquarters and Cadet Training Centre,

Spenleach Lane, Hawkshaw, Bury, BL8 4JJ.

1. Applicants should preferably have served as a Warrant Officer or Senior

Non Commissioned Officer in the Armed Forces and will have had significant

administrative experience whilst serving.

3. The appointment calls for:

a. An experienced person in G1 and G4 duties and procedures.

b. The ability to identify and report building faults.

c. The ability to work in a team and have team leadership skills.

d. Have excellent planning and organisation skills.

e. The ability to be resourceful and flexible.

f. A current clean driving licence (preferably LGV and Minibus).

g. Be competent in all aspects of system administration with the ability

 to diagnose and rectify minor faults. Experience of Microsoft

 applications and of working with on line personal training databases.

1. The contract for this position is on an All Hours Worked (AHW) basis working an

average of 47.5 hours per week over a 17 week period. This includes additional hours

to be worked in the evenings and at weekends on a routine basis as directed by your line manager. The salary on offer is £21,610 (pay rise pending) which includes an enhancement to offset the AHW contract. The Association offers a non–contributory pension scheme

and will enhance the salary by 6% to offset the superannuation contribution deduction of

5%. The successful candidate will be entitled to 25 days annual leave allowance which increases to 30 days with 5 years previous service with either the Armed Forces or another Government Department.

1. It should be noted that the successful candidate is required to become a

member of the Greater Manchester Army Cadet Force and will be remunerated for training and expenses.

6. Application forms, together with a full Job Description are available from:

Human Resources Manager

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: nw-hr@rfca.mod.uk

7. The closing date for applications is 1300 hours on Friday 29 August 2014. Interviews will be held in Greater Manchester ACF in the middle of September 2014.

Pamela Peers

HR Manager

For Chief Executive

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NW RFCA Distribution Lists 3, 6, 10

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