NW A/331

See Distribution 29 September 2014

VACANCY NOTICE – PROFESSIONAL SUPPORT STAFF

CADET ADMINISTRATIVE ASSISTANT (CAA) – MERSEYSIDE 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 Merseyside Army

Cadet Force based at St Georges ACF Centre, Altcar Rifle Range, Hightown,

Liverpool L38 7JD.

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 small team and have team skills.

d. To have excellent planning and organisation skills.

e. To be resourceful, flexible and have the resolve to see things through.

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.

h. Experience as an MTO and management of MT is highly desirable.

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

average of 42 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.
* Due to the requirement of the contract evening work is an essential part of this role, therefore the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Merseyside ACF.
* The salary on offer is £21,949 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 Merseyside 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 17 October 2014. Interviews will be held in this HQ at the end of October 2014.

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

External:

Council of RFCAs

All RFCAs

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HQ 15 (NE) Bde – for Routine Orders and SO2 Cadets

HQ 143 (WM) Bde – for Routine Orders and SO2 Cadets

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ACF Cadet Executive Officers

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