NW A/331

See Distribution 26 September 2014

VACANCY NOTICE–6 MONTHS FIXED TERM CONTRACT

PART-TIME (25 hours per week)

BUSINESS DEVELOPMENT ADMINISTRATOR (Grade E1)

Applicants are invited to apply for a 6 months fixed term contract as a part-time

Business Development Administrator based at the North West of England & Isle of

Man Reserve Forces’ and Cadets ‘Association, Alexandra Court, 28 Alexandra Drive, Liverpool, L17 8YE.

The salary offered is £18,845 pro-rata (£9.76 per hour). You will be offered to join a

private pension scheme. You will be entitled to an annual leave allowance of 25 days.

Hours of work are to be discussed to suit both the candidate and the Association.

We also offer free car parking facilities.

This is a general office role, and duties include:

* Processing of all venue bookings.
* Dealing with enquires in relation to bookings.
* Issuing invoices and hiring agreements.
* Ensuring contracts are completed for long term bookings.
* Inputting invoices for payments
* General administrative duties.
* Escorting clients around a venue prior to the completion of the booking.

Before your appointment you are required to be Security Cleared and complete a DBS disclosure check. There will be a 3 months probationary period which will be reported on monthly by your Line Manager, the Business Development Manager.

Application forms and a job description are available from:

HR Manager

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool L17 8YE

Tel: 0151 728 2048

nw-hr@rfca.mod.uk

References should **NOT** be forwarded with completed applications.

The Association is an Equal Opportunities employer.

Closing date for applications is **1200 hours on Friday 10 October 2014.**

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

External:

All CEO