NW A/331

See Distribution 21 January 2015

VACANCY NOTICE – CADET EXECUTIVE OFFICER

(Grade D) - ISLE OF MAN ARMY CADET FORCE

1. A vacancy will arise in May 2015 for the post of Cadet Executive Officer

(CEO) in the Isle of Man Army Cadet Force based in Douglas, Isle of Man. The

incumbent will be a member of the NW RFCA Professional Support Staff with the

status of a Crown Servant. The principle role of the post is to act as professional

adviser to the County Commandant on all aspects of the ACF.

1. This position is based on an all hours worked contract working an average

of 46.5 hours per week over a 17 week period, which includes additional hours to

be worked in the evenings and at weekends on a routine basis. The salary on

offer is £29,366 which includes an enhancement to offset unsociable working

hours and an allowance for living on the Isle of Man.

1. As part of their contact of employment the successful candidate will be required

to hold a commission in the Army Cadet Force in the rank of Captain (acting), for

which they may receive remuneration at the appropriate rate for up to 28 days per

annum.

1. The Association offers a non–contributory pension scheme (for those under the

Age of 55) which enhances the salary by 6% to offset contribution deductions of 5%.

The successful candidate will be entitled to 25 days annual leave which increases to

30 days after 5 years previous service. Previous service in in the public sector will

count towards qualifying years’ service.

1. Applicants should preferably have served as an Officer in the Armed Forces

and have had the following experience:

a A sound knowledge of military systems and especially

administration.

b. All aspects of military accounting procedures.

c. Be conversant with staff work to facilitate dealings with military

headquarters at various levels.

d. Competent to work with all Microsoft Office 2010 software, specifically

Word, Excel and Outlook. Must also be confident with using Windows 7.

1. The appointment is for a probationary period of three months, which may

be extended.

1. The successful candidate will be required to be Security Cleared (SC) and have

Enhanced Disclosure check completed from the Disclosure and Barring Service (DBS).

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

Human Resource Manager

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: [nw-hr@rfca.mod.uk](mailto:nw-hr@rfca.mod.uk)

9. The closing date for applications is 1600 hours on Friday 13 February 2015. Interviews will be held on Thursday 19 February 2015 either in Liverpool or on the Isle of Man, depending on candidate’s location.

Pamela Peers

HR Manager

For Chief Executive

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All Association Staff

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Council of RFCAs

All RFCAs

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