NW A/331

See Distribution 6 April 2016

VACANCY NOTICE – CADET EXECUTIVE OFFICER (CEO)

(Grade D) - ISLE OF MAN ARMY CADET FORCE

1. A vacancy will arise in December 2016 for the post of Cadet Executive Officer

in the Isle of Man Army Cadet Force (IOM ACF) based in Douglas, Isle of Man. A

HO/TO will commence on 05 December 2016 with the new incumbent taking over on Tuesday 3 January 2017. The successful candidate will become a member of the NW RFCA Professional Support Staff (PSS) with the status of a Crown Servant. The principle role of the post is to act as professional adviser to the County Commandant on the G1-G4 administrative aspects of the ACF.

1. This position is based on an All Hours Worked (AHW) 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 formula takes into account the peaks and troughs of the workload and is based on average hours worked per week for CEO (D grade).
2. As a part of the current Terrms and Conditions of service, the selected candidate will be required to join the ACF in the rank of Captain; as such the suitability for membership of the ACF will be assessed as part of the selection process. Once selected and currently a member of the ACF, you will be renumerated for ACF training and expenses. Over the next 12 months, the position of the PSS serving as members of the ACF will be reviewed; it is likely the PSS will extract from the ACF. In order to to implement this potential change, negotitations which will include a replacement renumeration package, will take place to determine the new Terms and Conditions of service.
3. The CEO is required to attend the Annual Camp (during the summer period) and where required associated Camps such as Easter and weekend training. Whilst attending such camps the CEO will be required to stay in accommodation provided to them on the Defence Estate. In accordance with Staff Regulations, it should be recognised that his accommodation may not be to the standard normally provided to a Crown Servant of the equivalent grade.
4. The salary on offer is £29,636 pa (next pay award (likely to be 1%) effective from 1 August 2016) which includes an enhancement to offset unsociable working hours and an allowance for living on the Isle of Man. The Association offers a non–contributory pension scheme (for those under the age of 56) 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 the public sector will count towards qualifying years’ service.
5. Applicants should preferably have served as a Commissionded Officer in the Armed Forces and have had the following experience:

a A sound knowledge of military G1/G4 systems with special

emphasis on 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 to six months.

1. The successful candidate will be required to be Security Cleared (SC) and have an Enhanced Disclosure check completed from the Disclosure and Barring Service (DBS) prior to commencement of service.

9. Application forms, together with a full Job Description are enclosed/attached. Completed application forms together with a current CV and a covering letter should be send to:

Human Resource Manager (CEO IOM)

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: nw-hr@rfca.mod.uk

9. The closing date for applications is 1300 hrs on Friday 20 May 2016. Interviews will be held mid-late June 2016 in the Isle of Man.

(Original signed)

Pamela Peers

HR Manager

For Chief Executive

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