NW/A331

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| Royal  Naval  Reserve  Royal Marines  Reserve  Territorial  Army  Royal Auxiliary Air Force  Combined  Cadet  Force  Sea  Cadet  Corps  Army  Cadet  Force  Air  Training  Corps  Combined Cadet Force |

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| --- |
| Royal  Naval  Reserve  Royal Marines  Reserve  Territorial  Army  Royal Auxiliary Air Force  Combined  Cadet  Force  Sea  Cadet  Corps  Army  Cadet  Force  Air  Training  Corps  Combined Cadet Force |

See Distribution 24 June 2016

VACANCY NOTICE – FIXED TERM CONTRACT UNTIL 31 MARCH 2020

TEAM ADMINISTRATOR (Grade E1) - CADET TRAINING TEAM

1. A vacancy with an immediate start has arisen for a full time Team Administrator

based at Headquarters 42nd Infantry Brigade & Headquarters North West, Fulwood

Barracks Preston, Lancashire, PR2 8AB.

1. The appointment calls for:

* Previous clerical experience including Programme Management of paper and electronic documentation.
* Full competence in the use of Microsoft Office (Word, Excel, Powerpoint

and Access).

* Excellent written and verbal communicating skills.

1. This is a Fixed Term Contract until 31 March 2020 as a Crown Servant.

Salary is £19,109 per annum. The working hours are 37 hours per week, Monday to Thursday 0830 hrs – 1630 hrs, Friday 0830 hrs – 1600 hrs, with half an hour given for

the lunch break. The Association offers a non–contributory pension scheme (for those

under the age of 55) which enhances the salary by 6% to offset the contribution

deductions of 5%. The successful candidate will be entitled to 25 days annual leave

which increases to 30 days with 5 years previous service with either the Armed Forces/Reserves or another Government Department.

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

be extended up to 6 months.

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

have a Disclosure and Barring Service check as part of the conditions of employment.

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

7. The closing date for applications is 1300 hours on Friday 29 July 2016. Interviews will be held in HQ 42 Inf Bde & HQ NW early August 2016.

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

External:

Council of RFCAs

All RFCAs

42 Inf Bde & HQ NW – for Routine Orders and SO2 Cadets

4 Inf Bde & HQ NE – for Routine Orders and SO2 Cadets

11 Sig Bde & HQ WM – for Routine Orders and SO2 Cadets

160 Inf Bde & HQ Wales – for Routine Orders and SO2 Cadets

Members of the Board

SCC – NW Area Officer

ACF County Commandants

ATC Wing OCs

ATC Wing Ex Os

All CCF Contingents

All Army Reserve Units

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The Officers Association