NW/HR/VACANCIES

Distribution

See below 1 August 2016

VACANCY NOTICE – SCHOOL CADET EXPANSION OFFICER (C2)

1. We have a vacancy with an immediate start for a Schools Cadet Expansion Officer (SCEO) based in the NW RFCA, Alexandra Court, 28 Alexandra Drive, Liverpool L17 8YE.
2. This is a Crown Servant position at C2 Grade. This is a fixed term contract until 31 March 2018, which may be extended to 31 March 2020. The post will be responsible to the Deputy Chief Executive of NW RFCA. Salary is £30,424 (pay rise pending 1 Aug in the region of 1%). Working hours Monday to Thursday 0830 – 1630 hrs, Friday 0830 -1600 hrs, with half an hour given for the lunch break. Free car parking facilities are available.

1. Job Purpose: To support the expansion of cadet forces into state schools
2. The second phase of the Cadet Expansion Programme is now underway. The North West Reserve Forces’ and Cadets’ Association is seeking a high calibre individual to deliver the North West’s expansion targets that have been established to increase the number of cadet units in state schools. Highly motivated individuals, educated to degree level, with a proven ability in the delivery of targets are invited to apply for the position of SCEO in the NW RFCA. A good knowledge of the cadet forces and the cadet expansion programme would be highly desirable.
3. The successful candidate will need to have exceptional verbal and written communication skills and the ability to work effectively across a wide engagement spectrum. They will work with schools to form an initial engagement and continue to provide support through to full establishment. The SCEO will be a focal point between the schools and the cadet sponsoring organisations and will work closely with staff from HQ 42 Inf Bde and HQ NW. The successful candidate will be required to travel extensively through the NW and a full driving license is essential.
4. A pension scheme is in operation for those eligible and who elect to join the RFCA pension scheme. A 6% non-pensionable supplement will be added to the salary to offset a 5% pension contribution.
5. The appointment will have a 6 month probationary period. After sucessful completion the incumbent may be confirmed in post.
6. There is an annual holiday entitlement of 25 days per year, which increases with previous service in either the Armed Forces or any Government Body.
7. The successful candidate will be required to have a standard level Disclosure and Barring Service check and undergo basic security checks.
8. The post requires a considerable amount of travel throughout the NW area and the requirement for ad-hoc travelling to other locations within UK for attendance at meetings or events. This will include working evenings or some weekends. Overnight stays may also be required.
9. If you would like more information on this position, please contact Mr Mark Byrne the current SCEO on 0151 728 2042.
10. If you would like to apply for this post, please send a current CV which must include 2 references, one of whom must be your last or current employer, with a covering letter explaining why you wish to apply for the post to:

HR Manager (SCEO)

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 2100 hrs on **Sunday 14** **August 2016.**

10. Interviews will be held in these Headquarters on **Monday 22 August 2016.**

*Original signed*

Pamela Peers

HR Manager

for Chief Executive

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