NW/A/331

Distribution

See below 2 August 2016

VACANCY NOTICE – EMPLOYER SUPPORT/COMMUNITY ENGAGEMENT ADMINISTRATIVE OFFICER (Pay Grade E1)

1. We have a vacancy with an immediate start for an Administrative Officer

to support two Regional Employer Engagement Directors based at NW RFCA, Alexandra Court, 28 Alexandra Drive, Liverpool L17 8YE.

1. General duties and responsibilities:

* Maintaining the Salesforce database and any other data management software that may be installed. Generating reports and producing statistics when directed.
* Record and Monitor the Employer Recognition Scheme.
* Administer the management of EE and Communications budgets using a MOD financial control database.
* Stock control of DRM and NW RFCA literature and marketing materials.
* Record and monitor the award of Armed Forces Covenants.
* Produce and publish the Employer Engagement forecast of events.
* Develop and maintain contact with employers in conjunction with the Head of Communications.
* Maintain contacts with key Employer Engagement staff within NW RFCA, HQ 42 (NW) Inf Bde and units of all 3 services.
* Provide support for all Employer Engagement events including Lord Lieutenants’ dinners, exhibitions and military shows, including setting up and dismantling. This will require some evening work and the ability to drive.
* Record and produce minutes of all Regional Employer Engagement Group (REEG) meetings including the Regional Employer Engagement Board (REEB) if required.
* Support the REED’s in preparing the DRM Quarterly Reports, this includes producing key account and financial activity data.
* Plan and administer meetings of the Regional Employer Engagement Group (REEG).

1. Essential Qualities:

* Must be flexible and adaptable and happy to assist to complete any task.
* Must be able to work the occasional evening or weekend meeting/event.
* Must be organised and methodical with a high attention to detail.
* Must be able to work alone or as part of a team.
* Must be able to drive, with a clean licence.

1. This is a Crown Servant position; working hours are 37 hours per week, working Monday – Thursday 0830 hours – 1630 hours and Friday 0830 hours – 1600 hours with half an hour given for the lunch break. The salary offered is £19,109 per annum, with free car parking facilities. A pension scheme is in operation for those eligible and who elect to join the CRFCA pension scheme. A 6% non-pensionable supplement will be added to the salary to offset a 5% pension contribution.
2. The appointment is subject to a probationary period of three months, which may be extended up to 6 months.
3. 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.
4. If you would like to apply for this vacancy, please send a current CV with a covering letter explaining why you wish to apply to:

Human Resources Manager (EEAO)

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 Tuesday 16 August 2016. Interviews will be held in these Headquarters at the end of August 2016.

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

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ACF County Commandants

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All CCF Contingents

All Army Reserve Units

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The Officers Association