NW/A/331

Distribution:

See below 26 September 2016

FIXED TERM CONTRACT - 2 YEARS – FACILITY SUPERVISOR (Graded equivalent

to E1 CAA)

1. A vacancy has arisen for a Facilities Supervisor based at Inskip Cadet

Training Facility (CTF), Higham Side Road, Inskip, Lancashire, PR4 0TF.

1. This is a fixed term contract for 2 years, on an all hours worked basis working

an average of 42 hours per week over a 17 week period (this includes additional hours

to be worked as required in the evening and at weekends).

1. The primary role of the Facilities Supervisor is to ensure that the CTF is

available for use when it is required. This involves the administration of the CTF and

its preparation for use during the week and at weekends.

Main Duties: –

* Preparing the facility prior to use.
* Conducting formal handover and takeover of the facility between user(s) and

the Centre Manager.

* Conducting formal inspection and inventory checks on handover and takeover

of the facility.

* Accounting and reporting losses and damage to the Centre Manager.
* Conducting and recording weekly health and safety checks on lifts, fire

equipment etc.

Personal Specification:-

* Have experience in stores and accounting procedures
* Live within reasonable commuting distance of the CTF.
* Be computer literate with experience of Microsoft Office software, in particular,

Excel and Word.

1. The salary on offer is £22,532 which includes and enhancement to offset the All Hours Worked contract (AHW). The Association offers the incumbent the opportunity of joining a private pension scheme. There is free car parking at the CTF.
2. The successful candidate is required to hold a current driving licence and be able to drive between locations within the North West.
3. The successful candidate will be subject to the standard level Disclosure & Barring Service Check and undergo the basis security checks.
4. There is a 6 months probationary period, reported on monthly by your line manager.
5. If you wish to apply for this position, please send a copy of your current CV and a covering letter explaining why you wish to apply and why you should be selected for this post to:

HR Manager (Inskip)

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)

1. Closing date is Friday 21 October 2016 at 1300 hrs with interviews being held late October or early November at Inskip Cadet Training Facility.

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff – Heads of Department

Council of RFCAs – COS

All RFCAs – for Chief Executives

HQ 42nd Inf & HQ NW – for DCOS and SO2 Transition

HQ 4 Inf Bde – for DCOS and SO2 Transition

HQ 11 Sig Bde – for DCOS and SO2 Transition

HQ 160 Inf Bde – for DCOS and SO2 Transition

Association Board Members

Regimental Headquarters:

Duke of Lancaster’s Regiment

Mercian Regiment

The Rifles

The Royal Regiment of Fusiliers

Home Headquarters the Kings Royal Hussars

ACF CEOs

Army Reserve Major Units in NW – for COs

NRCNE – for COS

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