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See Distribution 10 October 2016

VACANCY NOTICE – EXECUTIVE ASSISTANT TO SUPPORT THE EXECUTIVES

(Grade E1)

1. A vacancy will arise on 5 December 2016 for a full time Crown Servant as an Executive Assistant to the Associations Executives (grade E1) at NW RFCA, Alexandra Court, 28 Alexandra Drive, Liverpool L17 8YE.
2. The appointment calls for:
* Previous clerical experience including management of paper and electronic documentation.
* Full competence in the use of Microsoft Office (Word, Excel and Power Point).
* Excellent written and verbal communication skills.
* Proven ability to work alone or as part of a team.
* Ability to drive to other locations for meetings.
* Ability to deal with senior military and civil personnel (ie Lord Lieutenants and military Chief of Command).
* Ability to attend meetings during the evenings and weekends.
* Ability to liaise with senior members of local authorities, the military chain of command and civilian dignitaries
1. The role consists of the following tasks:
2. Processing telephone calls for the Chief Executive.
3. Co-ordination of the Chief Executive’s Outlook Calendar/manual diary and distribution of a fortnightly programme of events.
4. Maintenance of the Executive's filing systems.

1. Control and filing of MOD/Government classified correspondence and

 documentation.

1. Maintenance of all relevant reference material required for the day-to-day use of the Executive's office.
2. Co-ordination of standard Power Point presentations for the Executives, together with updating and production of bespoke Power Point presentations for the Executives as required.
3. Processing Appointments/Extensions/Transfers for Service personnel (as required) and Honorary Colonels and production of lists and charts of same.
4. Dealing with correspondence, emails, reports and briefs as required by the Executives.
5. Arrangement of travel, hotel reservations and car parking facilities etc as required for all NW RFCA staff.
6. Provision of support to the Chairman, Board and the Executives at meetings, including the setting up of the room and arranging refreshments.
7. Co-ordination of arrangements and administration for the annual President’s Dinner and AGM.
8. Arrangement of programmes for visits on behalf of the Chairman and the Executives.
9. Collation of information and preparation of files for the Chairman’s and Executives attendance at meetings.
10. Administrative support for the Deputy Chief Executive as required.
11. Production and distribution of agendas and minutes as required by the Executives.
12. Attendance at the Board Meetings, Heads of Department Meetings/Cadet Executive Officers meetings, Annual General Meeting (AGM), and all such meetings as the Chief Executive may decide, including the production of agendas and minutes for same.
13. Day to day functional admin support to the HR Manager which includes the processing of annual Performance Development Reports.
14. Administrative support to the Business Support Department when required due to annual leave/sickness or work requirements.

4. The salary for the appointment is £19,346 per annum (with the possibility of a small annual bonus if funding permits and if recommended). The Association offers a non–contributory pension scheme to those eligible to join (aged between 18 and 55 years of age). The successful candidate will be entitled to 25 days annual leave per year, plus Bank Holidays. There is free car parking facilities at the Headquarters. Normal working hours are 0830 hours – 1630 hours Monday to Thursday and 0830 hours – 1600 hours on Fridays, though dependant on the requirements, the individual should be prepared to be flexible. Half an hour is given for the lunch break. It must be noted that the Headquarters (NW RFCA) may be moving locations within the next 18 months to either Huyton, Liverpool or Hightown, Merseyside.

5. The appointment will be on a probationary period for twelve months, which

could be ceased sooner on the recommendation of good monthly probation reports

from the line manager.

6. 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 the commencement of the employment.

7. If you wish to apply, please send a current CV with a covering letter explaining why you have applied for this role, and what experience you have to fulfil the criteria required to:

Human Resources Manager (Exec Asst)

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: nw-hr@rfca.mod.uk

8. The closing date for applications is 1300 hours on Friday 4 November. Interviews will be held in this Headquarters mid November 2016.

*Original signed*

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

SCC – NW Area Officer

ACF County Commandants

ATC Wing OCs

ATC Wing Ex Os

All CCF Contingents

All Army Reserve Units

www.omegaresource.co.uk

[www.CTP.org.uk](http://www.CTP.org.uk)

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The Officers Association