NW A/331

See Distribution 14 December 2016

VACANCY NOTICE

CADET EXECUTIVE OFFICER (CEO)/CADET QUARTERMASTER (CQMS)

(Grade D) - ISLE OF MAN ARMY CADET FORCE

1. A vacancy with an immediate start has arisen for the dual role post of Cadet Executive Officer/Cadet Quartermaster in the Isle of Man Army Cadet Force

(IOM ACF) based in Douglas, Isle of Man. The successful candidate will become a member of the NW RFCA Professional Support Staff (PSS) with the status of a Crown Servant. The principle role of the post is to act as professional adviser to the County Commandant on the G1-G4 administrative aspects of the ACF.

1. This is a full time position, based on an All Hours Worked (AHW) contract working an average of 41.5 hours per week over a 17 week period, which includes work in the evenings and at weekends on a routine basis. The formula takes into account the peaks and troughs of the workload and is based on average hours worked per week for a CEO (D grade).
2. As a part of the current Terms and Conditions of service, the selected candidate will be required to join the ACF in the rank of Captain; as such the suitability for membership of the ACF will be assessed as part of the selection process. The successful candidate will not be required to attend the Cadet Force Commissioning Board. Once selected for the post and commissioned into the ACF, you will be remunerated for ACF training and expenses at the appropriate rates.
3. The CEO is required to attend Annual Camps (normally during the summer) but possibly also associated Camps such as Easter and weekend training. Whilst attending such camps the CEO will be required to stay in accommodation provided to them on the Defence Estate. In accordance with RFCA Staff Regulations, it should

be recognised that his accommodation may not be to the standard normally provided to a Crown Servant of the equivalent grade.

1. The salary on offer is £30,143 pa which includes an enhancement to offset unsociable working hours and an allowance for living on the Isle of Man. The Association offers a non–contributory pension scheme (for those under the age of 56 at the commencement of their emplyment) which enhances the salary by 6% to offset contribution deductions of 5%. The successful candidate will be entitled to 25 days annual leave which increases to 30 days after 5 years previous service. Previous service in the public sector will count towards qualifying years’ service.
2. To assist the successful candidate to re-locate to the Isle of Man, we will offer assistance with relocation costs of up to £10,000. This will be split into two payments. The first payment of up to £5000 will be given prior to the move to assist with either accommodation or removal costs and up to £5000 will be paid once the successful candidate has completed their probationary period, which may be up to 9 months. Receipts will be required for all expenditure. Please note should you terminate your employment, you will be required to pay back on a pro rata diminishing basis the relocation fees paid to you by NW RFCA. Such liability will be reduced on the basis of 1/24 each month from when you receive the final payment.
3. Applicants should preferably have served as a Commissioned Officer in the Armed Forces, (although this is not essential), and have had the following experience:

a A sound knowledge of military G1/G4 systems with special

emphasis on administration.

b. All aspects of military accounting procedures.

c. Be conversant with staff work to facilitate dealings with military

headquarters at various levels.

d. Competent to work with all Microsoft Office 2010 software, specifically Word, Excel and Outlook. Must also be confident with using Windows 7.

e. Must have a valid driving licence (with no more than 6 points) and be able to self drive.

1. The appointment is for a probationary period of six months, which may

be extended to nine months.

1. The successful applicant will be expected to reside on The Isle of Man once appointed.
2. 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 commencement of service.
3. Should you wish to apply for this vacancy, please send in a current CV and a covering letter explaining why you wish to apply for this position to:

Human Resource Manager (CEO IOM)

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: nw-hr@rfca.mod.uk

12. The closing date for applications is 1300 hrs on Friday 13 January 2017. Interviews will be held mid-February 2017 in Isle of Man ACF.

(Original signed)

Pamela Peers

HR Manager

For Chief Executive

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