



NW RFCA

THE NORTH WEST OF ENGLAND & THE ISLE OF MAN
RESERVE FORCES' & CADETS' ASSOCIATION

Alexandra Court, 28 Alexandra Drive
Liverpool L17 8YE

Telephone: 0151 728 2048

Military: 94552 8131

Email: nw-hr@rfca.mod.uk

NW A/331

See Distribution

17 February 2017

VACANCY NOTICE – 12 MONTHS FIXED TERM CONTRACT
PART-TIME (25 hours per week)
PROJECT ADMINISTRATOR (Grade E1)

Royal
Naval
Reserve

Royal
Marines
Reserve

Applicants are invited to apply for a 12 months fixed term contract, working 25 hours per week, as a Project Admin Officer based at the North West of England & Isle of Man Reserve Forces' and Cadets 'Association, Alexandra Court, 28 Alexandra Drive, Liverpool, L17 8YE.

Army
Reserve

This is senior administrative role, and duties include:

Royal
Auxiliary
Air Force

- Attending meetings and taking minutes
- Producing agendas/briefs and processing minutes
- Arranging meetings with Architects/Solicitors/Contractors
- Ensuring the Head of Infrastructure and the Infrastructure Resource Managers diaries are kept updated and remind of any arranged meetings
- General administrative duties (taking and making phone calls, typing letters, sending emails)

Sea
Cadet
Corps

Army
Cadet
Force

The salary offered is £13,072 (10.02 per hour). You will be offered the opportunity to join a private pension scheme. You will be entitled to an annual leave allowance of 25 days (pro-rata). Hours of work are to be discussed to suit both the candidate and the Association. Free car parking facilities are available.

Air
Training
Corps

Please note these Headquarters may move within the next 18 months to Altcar Training Camp, Hightown, Merseyside. The successful candidate will be reimbursed for any additional expenditure the move may occur.

Combined
Cadet
Force

Before your appointment you are required to be Security Cleared and complete a DBS disclosure check. There will be a 6 months probationary period which will be reported on monthly by your Line Manager, the Infrastructure Resource Manager.

If you would like to apply for this role, please send an up to date CV with a covering letter explaining why you should be selected for this post to:

HR Manager (Project AO)
NW RFCA
Alexandra Court
28 Alexandra Drive

Liverpool L17 8YE

Tel: 0151 728 2048

nw-hr@rfca.mod.uk

Closing date for applications is 1200 hours on Friday 10 March 2017. Interviews will be held in this Headquarters late March 2017.

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 NW – for DCOS and SO2 Transition
ACF CEOs
Army Reserve Major Units in NW – for COs
NRCNE – for COS

External:

www.CTP.org.uk

www.facebook.com/NorthWestRFCA

www.nwrfca.org.uk