



# NW RFCA

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

**Mrs Pamela Peers JP**  
**HR Manager**

Alexandra Court, 28 Alexandra Drive  
Liverpool L17 8YE

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NW A/331

See Distribution

17 February 2017

## **VACANCY NOTICE - BUSINESS DEVELOPMENT ADMINISTRATOR (E1)**

### **FIXED TERM CONTRACT until 31 MARCH 2018**

A vacancy has arisen for a full-time Admin Officer, working as part of Alternative Venues, a fast-paced Business Development team within the NW RFCA, a public sector organisation which supports the Reserve Forces and Cadets in the North West. The remit of the AV team is to generate income by hiring out parts of the Reserve estate - mainly Army Reserve Centres- when they are not in use for training.

The ideal candidate will be a confident, strong team player with the ability to work unsupervised and with experience in prioritising a busy workload. Essential skills include:

- Competence in the use of MS Office
- Good customer service skills
- Excellent telephone manner
- Ability to build rapport with customers and site personnel
- Excellent English and Maths (min GCSE Grade C, or equivalent)
- Attention to detail

The main role of the Business Development Admin Officer includes:

- Responding to telephone and email enquiries
- Processing venue hiring enquiries
- Issuing paperwork pertaining to venue bookings (quotes, invoices, contracts)
- Recording payments for venue bookings and passing payments to Finance
- Liaising with military units to discuss bookings at their locations
- Occasionally attending marketing events and representing the AV Brand
- Inputting bookings into the Events Booking System (EBS)
- General administrative duties

Royal  
Naval  
Reserve

Royal  
Marines  
Reserve

Army  
Reserve

Royal  
Auxiliary  
Air Force

Sea  
Cadet  
Corps

Army  
Cadet  
Force

Air  
Training  
Corps

Combined  
Cadet  
Force

Working hours are Monday- Thursday 0830hrs - 1630hrs and Friday 0830hrs -1600hrs. On occasion the candidate may be required to work overtime if, for example, the team is attending or exhibiting at a business event. The salary is **£19,346 per annum**, with 25 days holiday.

The vacancy is for a **fixed term contract** (up to 31 March 2018) and there is a probationary period of 6 months, which may be extended. The successful candidate will be offered the opportunity of joining a private pension scheme, to which NW RFCA will contribute 3% of the salary.

The post is based at NW RFCA, Alexandra Court, 28 Alexandra Drive, Liverpool L17 8YE, where free car parking facilities are available. However, please note that this location may move to Altcar Training Camp, Hightown, Merseyside within the next 18 months. If this occurs, the employee would be reimbursed for any additional travel expenditure incurred.

If you are interested and believe you have the skills required, please send your CV and a covering letter stating why you may be suitable to:

HR Manager Bus Dev (AO)  
NW RFCA  
Alexandra Court  
28 Alexandra Drive  
Liverpool L17 8YE

Tel: 0151 728 2048  
[nw-hr@rfca.mod.uk](mailto:nw-hr@rfca.mod.uk)

The **closing date** for applications is **Friday 10 March 2017**, with interviews being held late March 2017.

**NO AGENCIES PLEASE**

Pamela Peers  
HR Manager  
For Chief Executive

Distribution:

All Association Staff – Heads of Department

Council of RFCAs – COS

All RFCAs – for Chief Executives

HQ NW – for DCOS and SO2 Transition

Army Reserve Major Units in NW – for COs

NRCNE – for COS

External:

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