

## **CHIEF OF STAFF COUNCIL OF THE RESERVE FORCES' AND CADETS' ASSOCIATIONS**

Applications are invited for the post of Chief of Staff of the Council of Reserve Forces' and Cadets' Associations (CRFCA), based in Holderness House, 51-61 Clifton Street, London EC2A 4EY. This is a Central Government Crown Servant Grade B1 post.

The Reserve Forces' and Cadets' Association (RFCA) is a Central Government body established under the authority of the Reserve Forces Act 1996 to deliver support to the Nation's Volunteer Reserve Forces and the tri-Service Cadet Forces. CRFCA is the regulatory and coordinating body for the 13 regional RFCAs.

The post will be responsible for:

- Resource planning for the CRFCA consolidated outputs and budget.
- In-year business and budget management and governance.
- Coordination of business planning, direction and internal policy and process.
- Central focus for all IT, data management and data security.
- Central focus for all human resource policy and issues.
- Central administration, including chairing and acting as Secretary for certain central committees.

The successful candidate will have:

- Recent experience of resource planning and financial management of a budget of the order of £150M.
- Recent experience of project management and project delivery in a senior capacity (project director) and as part of a team.
- Recent experience of corporate IT/MIS development/management and of current data and information security, legislation and procedures.
- A broad understanding of current human resource and employment regulations and processes.
- A broad understanding of current defence policies and Central Government structures and an understanding of the Volunteer Reserve Forces and tri-Service Cadet Forces.
- High levels of analytical, written, presentational and communication skills.
- The ability to operate effectively within a team in an integrated multi-disciplinary Project Environment.
- The appropriate qualifications to support the qualities listed above or credible experience to demonstrate delivery to those levels across the period of previous employment.

The salary on offer is £64,778 (Inclusive of LW, with a pay rise pending wef 1 August 2017); in addition there is a generous defined benefits pension scheme.

The appointment will have a probationary period, after which time the successful incumbent will be confirmed in post.

There is a holiday entitlement of 25 days rising to 30 days after 5 years (previous employment in MOD or public sector will be recognised by additional initial allowance).

The successful candidate will be required to have a standard level Criminal Records Bureau disclosure and undergo basic security checks.

The post requires ad-hoc travelling to other locations within UK for attendance at meetings or events for or on behalf of the CRFCA. Some events will require late evenings and/or overnight stay and certain weekend work.

Completed application forms (which must be accompanied by CVs) are required no later than **Friday 26 May 2017**. Interviews will take place in London in line with receipt of applications and the post will be filled in September, or earlier if a suitable candidate is available. Applicants will be asked to submit a short written statement outlining their suitability for the post and will be asked to give a short formal presentation as part of the interview. Application packs (containing an Application Form, and a detailed Job Description) are available by writing or email direct to:

Mrs J A Milsom (Judith)  
Council of RFCAs  
Holderness House  
51/61 Clifton Street  
London  
EC2A 4EY

Telephone: 020 7426 8359  
By email: [co-offman@rfca.mod.uk](mailto:co-offman@rfca.mod.uk).  
Web: Search RFCA on [www.gov.uk](http://www.gov.uk)