NW A/331

See Distribution 26 July 2017

VACANCY NOTICE – ADMINISTRATIVE OFFICER – MERSEYSIDE ARMY CADET FORCE (E1)

We have a vacancy with an immediate start for an Admin Officer (grade E1) based in Merseyside Army Cadet Force, St Georges ACF Centre, Altcar Training Camp, Hightown, Liverpool L38 7JD.

Main duties for the Admin Officer are:

Responsible for the collation and managment of all County bids for adult and cadet courses. Check that the adults and cadets are eligible for courses.

Source, cost and complete applications for all adult and cadet travel arrangements to and from courses including the booking and issuing of rail tickets.

Manage and maintain postage (franking) machine. Responsbile for all incoming mail and assist and prep mail dispatches.

Handle routine correspondence, files and publications for the County.

As directed by the Cadet Executive Offier (CEO) assist the Cadet Quartermaster (CQMS), the Cadet Stores Assistant (CSA) and the Cadet Admin Officer (CAA) with the returns of cadet and Cadet Force Adult Volunteers (CFAV) uniforms by managing and collating the returns register. Complete any telephone liaise with CFAVs and cadets parents.

Assist the CEO in the administration of the County. Attend, record, produce and distriubute minutes of the County Command Groups and Safeguarding meetings. Assist in preparing the County for Annual and Easter Camps.

Manage and maintain the Permanent Support Staff (PSS) leave record and register.

Manage and maintain the County Location Statement.

Manage Detachment Builidng maintenance documentation.

Complete regular checks on Westminster of cadet training and governance records in order to assist the CEO with the Commandants Annual Competion. Extract and produce EXCEL spreadsheets of results.

As directed by the CEO manage the stationery store, all demands and purchases.

Manage the Accident Book and with the Training Safety Advisor (TSA) manage the Army Incident Notification and the MOD form 492.

Management of all offce equipment on issue to the County.

With Admin Officer 1 act as County Webmaster.

Maintain routine filing of day to day documentation.

Manage and file CAA visit proformas.

Deal with day to day telephone and email enquiries from all outside agencies including members of the pubic and parents of cadets.

Be familiar with and cover the responsabiliites of Admin Offcer 1 in times of leave or sickness.

This is a permanent Crown Servant position offering a salary of £19,346.00 per annum, with 25 days annual leave, excluding bank holidays. Working hours are Monday to Thursday 0830 hours – 1630 hours and Friday 0830 hours – 1600 hours. The successful applicant will be eligible to join the CRFCA pension scheme. This is a Career Average Revalued Earnings (CARE) Scheme. There are free car parking facilities at Merseyside ACF.

There is a probationary period of 12 months, which may be completed sooner on the recommendation of the line manager. The successful candidate will be required to be Security Cleared and complete a DBS disclosure check prior to confirmation of appointment.

Closing date for applications is 1300 hrs on Friday 25 August 2017, with interviews being held in Merseyside ACF middle of September 2017.

If you are interested in this role and believe you have the key skills and experience of the person specification, please download an application pack by visiting [www.nwrfca.org.uk](http://www.nwrfca.org.uk).

To apply, please send your completed application form and covering letter to:

HR Manager (AO Mer ACF)

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)

Pamela Peers

HR Manager

For Chief Executive

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