NW/A/331

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See Distribution 26 July 2017

VACANCY NOTICE – FIXED TERM CONTRACT UNTIL 31 MARCH 2020

TEAM ADMINISTRATOR (Grade E1) - CADET TRAINING TEAM

A vacancy with an immediate start has arisen for a full time Team Administrator

based at Greater Manchester Army Cadet Force, County Headquarters and Cadet

Training Centre, Spenleach Lane, Hawkshaw, Bury, BL8 4JJ.

The appointment calls for:

* Previous clerical experience including the use of computer programmes to

produce electronic documentation. This will require full competence in the use

of Microsoft Office (Word, Excel, Power Point).

* Excellent written and verbal communication skills.
* The ability to mix within a small close-knit team.
* Experience of working unsupervised.

This is a Fixed Term Contract until 31 March 2020 as a Crown Servant.

Salary is £19,346 per annum. The working hours are 37 hours per week, Monday to Thursday 0830 hrs – 1630 hrs, Friday 0830 hrs - 1600 hrs, with half an hour

given for the lunch break. There is free car parking facilities at Greater Manchester

ACF.

The successful applicant will be eligible to join the CRFCA pension scheme. This is a

Career Average Revalued Earnings (CARE) Scheme.

The successful candidate will be entitled to 25 days annual leave which increases to

30 days with 5 years’ service or previous service with either the Armed Forces/

Reserves or another Government Department.

Due to its remote location it is recommended that candidates visit the County

Headquarters and Cadet Training Centre before applying for the position.

Although employed by NW RFCA, to support the Cadet Expansion Programme

in HQ NW, the successful candidate will be based at Greater Manchester ACF HQ.

Overall direction will come from SO2 Cadets, HQ NW, but on a day to day basis work routines will be set by the Cadet Executive Officer of Greater Manchester 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.

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:

Human Resources Manager (AO GMACF)

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: nw-hr@rfca.mod.uk

7. The closing date for applications is 1300 hours on Friday 25 August 2017. Interviews will be held in Greater Manchester ACF County HQ and Cadet Training Centre mid September 2017.

Pamela Peers

HR Manager

For Chief Executive

Distribution:

Internal:

All Association Staff

External:

Council of RFCAs

All RFCAs

HQ NW – for Routine Orders and SO2 Cadets

4 Inf Bde & HQ NE – for Routine Orders and SO2 Cadets

11 Sig Bde & HQ WM – for Routine Orders and SO2 Cadets

160 Inf Bde & HQ Wales – for Routine Orders and SO2 Cadets

Members of the Board

SCC – NW Area Officer

ACF County Commandants

ATC Wing OCs

ATC Wing Ex Os

All CCF Contingents

All Army Reserve Units

[www.CTP.org.uk](http://www.CTP.org.uk)

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