NW A/331

See Distribution 19 March 2018

VACANCY NOTICE – STAFF ADMINISTRATIVE OFFICER (SAO) – PART TIME: ARMY RESERVE CENTRE ISLE OF MAN DETACHMENT, DOUGLAS, ISLE OF MAN

1. A vacancy will arise with effect from **1 May 2018** for a self employed contractor of NW RFCA, based at the Army Reserve Centre Isle of Man Detachment – Old Hanover Street School, Lord Street, Douglas, IM1 1LE. This is a new appointment and will last for one Financial Year (1 April 2018 – 31 March 2019). The successful candidate must reside on the Isle of Man.

1. This position is a part time appointment working 100 days in the Financial Year (1 Apr 18 – 31 Mar 19). The norm – (though not exclusive) will be a commitment of two days per week. It will require the incumbent to work outside normal working hours and the very occasional weekends/Public Holidays as directed/agreed by the line manager - Executive Officer 103 Regiment Royal Artillery – who is based in Manchester. It is viewed that the normal working hours should be view as:

* As a Norm, every Wednesday – Start 1430hrs finish 2200hrs (the reservists drill night)
* Ideally each Thursday (but this can be discussed at interview): 0830hrs -1600hrs
* Additional hours where necessary within the month period to balance the contracted hours (to an average of 15 hrs per week).

3. The successful applicant will be required to work by themselves in an office environment. They may be required to attend a meeting in England (mabe once/twice in the year) where full travel & subsistence will be covered. Applicants must have a valid driving licence in order to self–drive and not have to rely on public transport.

4. The Army Reserve Centre was set up on 1 Septemebr 2015 at the address stated in Paragraph 1 above; this is a leased location covering the first floor and part of the second floor. The reservists on the Island belong to a number of UK based units covering a variety of cap-badges. The reponsibilites of the role are predominatly of an administrative nature and are wide and varied. The incumbent must be able to deal with potential “recruits” wanting to join the Army Reserve, as well as the current recruits and soldiers living on the Island, HE Lieutenant-Governor, the IOM Armed Forces Champion, politicians, employers, and the military chain of command across all ranks and cap-badges. Further details of the responsibilities are in the attached job description.

5. The incumbent will submit a monthly invoice to the NW RFCA to cover the daily rate of £125.00 per day for the 100 days worked within the employment period – 1 Apr 18 – 31 Mar 19. The successful applicant will be required to pay their own tax and other taxes/pension contributions.

6. The successful candidate will be required to be Security Cleared (SC) and have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.

7. If you wish to apply for this post, please send a current CV and a covering letter explaining why you are applying for this role to:

Human Resource Manager (SAO)

NW RFCA

Gladstone House

Altcar Training Camp

Liverpool

L38 8AF

Telephone: 0151 317 9504

Email: [nw-hr@rfca.mod.uk](mailto:nw-hr@rfca.mod.uk)

10. The closing date for applications is 1300 hrs on **Friday 13 April 2018**.

11. Interviews will be held in the Army Reserve Centre, Douglas, Isle of Man on **Thursday 19 April 2018**.

12. Further information concerning this appointment can be obtained from Colonel A F Barnes (Deputy Chief Exective NW RFCA) on 0151 728 2041 Email: [nw-cedep@rfca.mod.uk](mailto:nw-cedep@rfca.mod.uk).

*Original signed*

Pamela Peers

HR Manager

For Chief Executive

Enclosed:

1. Job Descitpion dated 18 Mar 18.

Distribution:

Internal:

External: