NW A/331

See Distribution 02 May 2018

VACANCY NOTICE – CADET EXECUTIVE OFFICER – GREATER MANCHESTER ACF

1. A full time vacancy will arise on **Monday 18 June 2018** for a permanent Crown Servant position (Grade C2) Cadet Executive Officer (CEO), based at Greater Manchester Army Cadet Force, County Headquarters and Cadet Training Centre, Holcombe Moor, Spenleach Lane, Hawkshaw, Bury, BL8 4JJ. The handover for this appointment will commence on Monday 11 June 2018 with the current incumbent departing on 30 June 2018.
2. The contract for this position is on an All Hours Worked (AHW) basis working an

average of 42 hours per week over a 17 week period (this includes hours worked in the evenings and at weekends on a routine basis as directed by the line manager). Due to the requirements of the contract, evening work is an essential part of this role; therefore the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Greater Manchester ACF HQ.

1. It should be noted that as a condition of employment, the successful candidate will be required to become a member of the Greater Manchester Army Cadet Force and attend various camps throughout the year (such as Easter and Summer Camps). The incumbent will be remunerated with an Army Cadet Force (ACF) Voluntary Allowance for training and expenses for their ACF activities.

4. This appointment is classed as a “MOBILE Grade”. The successful applicant is required to travel UK wide and therefore must have a valid driving licence in order to self–drive. A pool vehicle will be available for the successful applicant to use. There are free car parking facilities available at Greater Manchester ACF.

1. Greater Manchester ACF HQ staff are known as Permanent Support Staff (PSS) which consists of the CEO (Grade C2) 1 x Cadet Quartermaster (Grade D), 1 x Cadet Stores Assistant (Grade E1), 5 x Cadet Admin Assistants (Grade E1), 1x Cadet Training Centre Manager (Grade E1) and 3 x Admin Officers (Grade E1).

6. The salary is £36,326 per annum. This is subject to any annual MOD pay rise. The successful applicant, if under 55 years of age, will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE).

1. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays) which increases to 30 days with 5 years’ service. Prior employment with the Armed Forces or another Government Department will count towards qualifying years’ service.
2. The appointment will be on a probationary period for twelve months, which

could be ceased sooner on the recommendation of good monthly probation reports

from the line manager.

9. 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.

10. A job description and personal specification are attached to this vacancy notice.

11. 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 (CEO Gtr Man ACF)

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)

12. The closing date for applications is 1300 hrs on **Friday 18 May 2018**.

13. Interviews will be held at Greater Manchester HQ and Cadet Training Centre on **Wednesday 30 May 2018**.

14. Further information concerning this appointment can be obtained from the current CEO - Major Tom Cornmell - [nw-](mailto:nw-empsp@rfca.mod.uk) [gm-ceo@rfca.mod.uk](mailto:gm-ceo@rfca.mod.uk) or 01204 512602

O*riginal signed*

Pamela Peers

HR Manager

For Chief Executive

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