



NW RFCA

RESERVE FORCES' AND CADETS' ASSOCIATION FOR
THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN

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HR Manager

Gladstone House
Altcar Training Camp
Liverpool L38 8AF

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NW HR/VACANCIES

See Distribution

18 January 2019

Royal
Naval
Reserve

VACANCY NOTICE – HEAD OF ENGAGEMENT GLADSTONE HOUSE, ALT CAR TRAINING CAMP

Royal
Marines
Reserve

1. A full time vacancy will arise on 1 May 2019 (negotiable) for a permanent Crown Servant position (Grade C1) in the role of the Head of Engagement (Hd Engt), based at Gladstone House, Altcar Training Camp, Hightown, Liverpool, L38 8AF.

Army
Reserve

2. This position is a full time appointment working 37 hours per week (Monday – Friday). It will require the successful candidate to routinely work outside core working hours and the occasional weekends/Public Holidays as directed/agreed by the Chief Executive. TOIL and/or exceptionally overtime will be paid. The core hours of working are:

Royal
Auxiliary
Air Force

- Monday – Thursday 0830hrs – 1630hrs
- Friday 0830hrs -1600hrs

Sea
Cadet
Corps

3. The Hd Engt line manages the Engagement Team consisting of 2 x Regional Employer Engagement Directors (REED) (Grade C2), 1 x Head of Communications (Grade C2) and an Administrative Officer (Grade E1).

Army
Cadet
Force

4. This appointment is classed as a “mobile grade” and it is expected that there will be a local relocation of the Association Headquarters within Altcar Training Camp within the next 15 months. The incumbent will be expected to relocate with the organization – or wider if required which will be in the best interest of the Association.

Air
Training
Corps

5. The successful applicant is required to travel UK wide and air travel can be expected. Applicants must have a valid driving licence in order to self-drive. A pool car will be available for the successful applicant to use. There is free car parking facilities available at Altcar Training Camp. The post holder must live within one hour travelling distance (in peak time) of NW RFCA HQ.

Combined
Cadet
Force

6. The salary is £38,623 per annum. This is subject to any annual MOD pay rise. The successful applicant, will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE).

7. 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 for leave purposes.

8. The offer of employment will be conditional to the following:

- Confirmation of the right to work in the UK
- Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid by the Association
- Satisfactory references
- Successful completion of the Baseline Personal Security Standards check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)

9. There is a 12 month probationary period which is reported on monthly by the Chief Executive.

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

11. Candidates are strongly encouraged to visit HQ NW RFCA to discuss the position with either the Chief Executive or the Deputy Chief Executive before the closing date.

12. If you wish to apply for this post, candidates should send a covering letter of no more than two sides of A4 along with their CV. Please focus on the reasons for your application with reference to the headings in the Person Specification. Indicate, providing evidence, how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the main activities/ key tasks of the Job Description. Please send to:

Human Resource Manager (Head of Engt)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

Telephone: 0151 317 9504
Email: nw-hr@rfca.mod.uk

13. The closing date for applications is 1300 hrs on **Friday 1 March 2019**.

14. Interviews will be held at Gladstone House, Altcar Training Camp on **Tuesday 26 March 2019**.

15. Further information concerning this appointment can be obtained from the Chief Executive NW RFCA - nw-ce@rfca.mod.uk (0151 317 9501) – Colonel Mark Underhill.

Original signed

Pamela Peers
HR Manager

For Chief Executive

Distribution:

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All Association Staff – Heads of Department

External:

Council of RFCAs – PA to CE CRFCA

All RFCAs – for Chief Executives

Army HQ NW – for DCOS and SO2 Transition

HQ 4 Inf Bde / HQ 11 Sig Bde / HQ 160 Inf Bde – for DCOS and SO2 Transition

Regular & Reserve Major Units in NW – for Adjts

NRCNE – for COS

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