



NW RFCA

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

Mr Gavin Jones
Business Manager
Alt House
Altcar Training Camp
Hightown
Liverpool L38 7JD

Telephone: 07816 599226
Skype: 0151 318 3328
Email: nw-bm@rfca.mod.uk

NW HR/VACANCIES

25 June 2024

See Distribution:

Royal
Naval
Reserve

VACANCY NOTICE – INDUSTRIAL VACANCY (CAMP OPERATIVE 2) ALTCAR TRAINING CAMP

Royal
Marines
Reserve

1. We have a full time vacancy with an immediate start date for Industrial Camp Operative 2's. These are permanent Crown Servant positions based at Altcar Training Camp, Hightown, Liverpool, L38 8AF.

Army
Reserve

2. The salary offered is £22,011 per annum. The successful applicants will be eligible to join the CRFCA pension scheme, which is a Career Average Revalued Earnings Scheme (CARE).

Royal
Auxiliary
Air Force

3. The breakdown of the Altcar team consists of:

- 1 x Camp Commandant (Crown Servant Grade C2/HEO)
- 1 x Quartermaster (Crown Servant Grade D/EO)
- 1 x Range Liaison Officer (Crown Servant Grade D/EO)
- 1 x Administrative Officer (Crown Servant Grade E1/AO)
- 3 x Camp Operatives (Supervisors) (Crown Servant Grade Zone 3)
- 12 x Camp Operatives (Crown Servant Grade Zone 2)

Sea
Cadets

Army
Cadet
Force

4. Working rota and hours:

- a. The work rota is worked over a month period. This includes working some weekends and Bank Holidays. You will have a minimum of 4 months' notice for your rota. The pattern of working is as follow:

RAF
Air
Cadets

- 2 weeks working Monday – Friday
- 1 week working Monday – Sunday (7 full days), with the following Monday/Tuesday off as rest days
- 1 week working Wednesday – Friday

Combined
Cadet
Force

(Please note that if you have worked the weekend prior to a Bank Holiday, your rest days will be moved to Tuesday and Wednesday)

Working hours are:

- Monday - Thursday: 0800 - 1600 hrs
- Friday: 0800 - 1530 hrs
- Saturday - Sunday: 0800 - 1600 hrs

b. The contract necessitates that you sign to agree to Opt-Out of the Working Time Directive.

c. The normal lunch break is 30 minutes, but this is subject to variation from time to time, as circumstances dictate. A minimum of thirty minutes must be taken each working day.

d. If a weekend is worked as part of the rota an "unsociable working payment" of plain-time rate for each hour worked will be paid. If rostered to work on a Bank/Privilege Holiday, payment of an "unsocial working payment" at the rate of double time for each hour worked will be paid.

e. Overtime worked on a non-rostered weekend or Bank/Privilege Holiday will be paid at the rate of double time. For working on a non-rostered day during the week (Monday-Friday) payment will be paid at time and a half of the hourly rate.

f. There will be additional opportunities to volunteer for overtime e.g. cover for night shoots, sickness, leave or other absence.

5. This is a fantastic opportunity for an industrial worker with experience of grounds maintenance, minor repairs, and stores. In exchange for your experience, we are offering a generous salary and free car parking. As an employer who supports its employees, we try to support our staff wherever we can; with, for example all PPE and tools provided. The use of a free on-site military gym, and we even give you a day off for your birthday.

6. The successful candidates 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.

7. The offer of employment will be conditional on the following:

- Confirmation of the right to work in the UK
- Completion of a medical assessment which may require 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)

8. All staff are required to complete a 6 month probationary period which is reported on monthly by the Line Manager.

9. A job description with a personal specification is attached to this vacancy notice.

10. If you wish to apply for this post, please send in your CV, along with a covering letter of no more than two sides of A4. Please focus your covering letter on the reasons for your application, with reference to the headings in the Person Specification. Please let us know, using examples, 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, and to meet the person specification. Please send to:

Human Resources Assistant (Camp Operative 2)
NW RFCA
Alt House
Altcar Training Camp
Liverpool
L38 7JD

Telephone: 07816599312
Email: nw-hrasst@rfca.mod.uk

11. As part of the selection process, you will be required to undertake a manual assessment, and to attend a face to face interview at Altcar Training Camp.

12. The closing date for applications is **1300 hrs on Friday 5 July 2024**. Please note NW RFCA reserve the right to close the application period at any time before the closing date.

Previous applicants need not apply.

Original signed

Gavin Jones
Business Manager
For Chief Executive

Distribution:

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All Association Staff – Heads of Department

External:

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