

VACANCY NOTICE

HIGHLAND RFCA ARMY CADET FORCE PROFESSIONAL SUPPORT STAFF

A vacancy for the post of **Cadet Administrative Assistant** with 2nd Battalion The Highlanders, ACF, will arise in mid-December 2011. This post covers the western part of Aberdeenshire and eastern Moray, with the post holder working out of the TA Centre in Keith.

This position would suit someone with previous experience in the Regular Army, Territorial Army or Army Cadet Force in the rank of Staff Sergeant or above. However, all applicants with suitable experience will be considered. The appointment calls for:

- a) A good knowledge of G1 and G4 duties and procedures
- b) The ability to handle routine correspondence
- c) A current driving licence (preferably LGV, including category D and E)
- d) Basic Computer Literacy.

The successful applicant should live reasonably close to Keith and is required to fund his/her own home-to-duty travel.

The starting salary is £20,773 (All Hours Worked) rising annually by performance-related increments. The salary quoted includes an addition for working unsocial hours and for hours worked in excess of standard hours. Those who are eligible and elect to join the pension scheme will also receive a non-pensionable 6% enhancement to cover superannuation contributions.

The successful applicant, as a condition of employment, will be required to join the Army Cadet Force in a non-commissioned role and would be paid the appropriate rate for any training carried out in accordance with current regulations.

There is a holiday entitlement of 25 days annual leave on entry (previous HM Armed Forces service and previous service in the Public Sector may attract additional entitlement) plus public holidays.

The appointment is for a probationary period of three months in the first instance.

The successful applicant will also be required to be security cleared prior to appointment. This will include becoming a member of the Protecting Vulnerable Groups Scheme through the Criminal Records Bureau (CRB), Scotland.

An application form and a full job description can be obtained from:

The Office Manager
Highland RFCA
Seathwood
365 Perth Road
Dundee
DD2 1LX

Tel No: 01382 631023
E-mail: hi-offman@hi.rfca.mod.uk

A completed application form, together with a full CV, is required to be with the Association in original signed, hard-copy form, no later than **xx Oct 11**. Interviews are likely to be held in mid-Nov 11 in Boddam, Peterhead.