

# VACANCY NOTICE

## HIGHLAND RFCA ARMY CADET FORCE PROFESSIONAL SUPPORT STAFF

A vacancy for the post of **Cadet Administrative Assistant** with 1 Highlanders Battalion ACF will arise in late March 2010. This post covers the Moray area with the post holder working mainly out of Elgin.

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.

It is preferable that the successful applicant lives reasonably close to Elgin.

The starting salary is £19581 (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 up to a maximum of 28 days per annum.

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 candidate will also be required to be security cleared prior to appointment. This will include an Enhanced Disclosure from the Criminal Records Bureau in Scotland (CRBS).

Application Forms and a full job description can be obtained from:

AO Cadets  
Highland RFCA  
Seathwood  
365 Perth Road  
Dundee  
DD2 1LX

Tel No: 01382 631022  
E-mail: [hi-cadets@hi.rfca.mod.uk](mailto:hi-cadets@hi.rfca.mod.uk)

A completed application form, together with a full CV, are required to be with the Association no later than **15 Jan 10**.