



See Distribution

17th January 2019

VACANCY NOTICE - CADET QUARTERMASTER HEREFORDSHIRE & WORCESTERSHIRE ARMY CADET FORCE

Applications are invited for the post of Cadet Quartermaster with Herefordshire & Worcestershire Army Cadet Force, based in Suvla Barracks, Hereford.

The current salary for this post is £28,859 (all hours worked), which includes an enhancement for working unsocial hours and for hours worked in excess of standard hours. The successful applicant will be eligible to join the Council of RFCAs Pension Scheme. This is a Career Average Revalued Earnings (CARE) Scheme.

Applicants should preferably have had previous experience in either the Regular or Reserve Armed Forces and have wide administrative experience with a sound knowledge of stores, accounting, supply, maintenance, vehicles and logistic support. They should be familiar with aspects of military staff work and possess good IT skills.

The appointment is for a probationary period of six months in the first instance after which it may be confirmed as a permanent position.

The successful applicant as a condition of employment will be required to join the Army Cadet Force and will be appointed to the paid rank of Captain, and would be paid the appropriate rate for any training carried out in accordance with current regulations, in addition to the salary quoted above. Applicants will be required to provide two suitable referees and must undergo Security Clearance and a satisfactory Disclosure and Barring Service (DBS) check.

A full job description is available to download from:

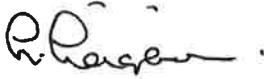
<https://www.wmrfca.org/wm-rfca/vacancies/>

Application

Applications should be received no later than noon on **Friday 15th February 2019**. They may be sent by mail to West Midland RFCA, Tennial Grange, Tennial Road, Harborne, Birmingham B32 2HX, or by e-mail to wm-info@rfca.mod.uk, and should be marked **PERSONAL FOR OFFICE MANAGER**. The shortlist of applicants called for interview will be notified as soon as possible after that date. The date for interviews is to be confirmed and the start date for the appointment will be as soon as practicable thereafter.

Applications should comprise:

- A current CV of no more than two pages.
- A short covering letter demonstrating how they meet the essential requirements of this job and why they consider themselves suitable for the position, indicating their interest and motivation to assume this role.



Linda Leighton
Office Manager

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