

VACANCY NOTICE – Cleveland Army Cadet Force (CACF) – Administration Officer (Grade E1)

Applications are invited for a full-time Administration Officer with CACF located with CACF Headquarters in Stockton Road, Middlesbrough.

The salary for the appointment is £26770 per annum with the option to join the CRFCA's pension scheme. This is a Career Average Revalued Earnings scheme (CARE) in which the employer contribution is 13% and the employee contribution 5%. The successful candidate will be entitled to 25 days' annual leave, plus bank holidays. Annual leave entitlement increases by 1 day per year up to 30 days; those with prior service with HM Forces/OGD will start with 30 days' entitlement.

Reporting to the Cadet Executive Officer (CEO), the Cadet AO is responsible for daily administration tasks and the full role and job description is attached.

Closing date for applications is 16 May 25. The shortlist of applicants called for interview will be notified as soon as possible after that date.

The date for interviews will be the week beginning 26 May 2025 (date TBC).

Applications should comprise:

- A current CV.
- A short covering letter demonstrating how they meet the essential requirements of this job, including evidence of relevant professional accreditations / memberships, and why they consider themselves suitable for the position, indicating their interest and motivation to assume this role.

The offer of employment will be conditional to the following:

- Confirmation of the right to work in the UK
- Satisfactory references
- Successful completion of the Baseline Personal Security Standards check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)

A job description and person specification are attached to this vacancy notice. Applications to:

Head of Business Services
NE RFCA
53 Old Elvet
Durham
DH1 3JJ

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Email: ne-finance@rfca.mod.uk