NE HR/Vacancies

4 August 2025

VACANCY – CADET ADMINISTRATION ASSISTANT

A full-time vacancy has arisen for a permanent Crown Servant position (Grade E1 All Hours Worked (AHW)) Cadet Administration Assistant (CAA) working from HQ Cleveland Army Cadet Force, ARC, Stockton Road, Middlesbrough, TS5 4AD.

The position is a full-time AHW appointment working 42 hours per week. It will require the incumbent to work outside normal working hours and on special occasions, at weekends/public holidays, as directed and agreed by the Cadet Executive Officer (CEO).

The salary is £31179, per annum. This is subject to any annual MOD pay rise. The successful applicant will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE)..

There is a probationary period of six months, reported on monthly by the CEO.

The successful candidate 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 other Government Department will count towards qualifying years’ service.

The successful candidate will be required to have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.

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.

If you wish to apply for this post, please send a covering letter of no more than two sides of A4 along with your CV. Please focus on the reasons for your application with reference to the headings in the Person Specification. Indicate, providing evidence, 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 to:

Head of Business Services

NE RFCA

53 Old Elvet

Durham

DH1 3JJ

Telephone: 07946 645386

Email: [ne-finance@rfca.mod.uk](mailto:ne-finance@rfca.mod.uk)

The closing date for applications is 1300 hrs on 5 September 2025. Please note NE RFCA reserve the right to close the application period at any time before the closing date.

Interviews will be held during September 2025. The post is now vacant.