# East Midlands Reserve Forces and Cadets Association (RFCA)

# POSITION: ASSOCIATION WORKS OFFICER [EAST] [AWO[E]]

**DEPARTMENT:**  ESTATES **GRADE:** C2

**REPORTING TO:**  HEAD OF ESTATES **REVIEWED ON**: 11 JAN 21

**PERSONAL SPECIFICATION**

The Reserve Forces and Cadets Association aims to be the essential, effective and enduring partner that supports the Reserve Forces, Ministry of Defence sponsored Cadets and the wider Armed Forces community. To be successful in this role, applicants will be able to demonstrate that :

You are a self-starter with exceptional organisational skills who can prioritise work to deliver the strategic and operational effect without close supervision.

You are a team player who contributes to wider effort with excellent communication skills both written and verbal.

You have or be working towards a RICS/CIOB qualification, or be able to demonstrate appropriate industry competence in an appropriate building/construction area.

You are a proven project manager and be comfortable engaging and communicating with multiple stakeholders with differing priorities.

You have demonstrable experience or knowledge in the use of National Building Specifications (NBS), Building Cost Information Services (BCIS) and Building Information Modelling (BIM) level 2.

You are comfortable with using CAD software and be able to demonstrate strong IT skills, particularly with MS EXCEL and MS WORD and be able to update, maintain and manipulate spreadsheets to extract data in a usable format for briefings and presentations and be comfortable briefing senior executives as well as your wider peer group.

You are comfortable working at height and in confined spaces.

You are in possession of a full current driving licence.

Experience as a line manager is desirable but not essential, as is previous experience of functioning within a military environment.