



24 May 2022

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**VACANCY NOTICE - CADET EXECUTIVE OFFICER (CEO) – EAST MIDLANDS RESERVE FORCES AND CADET ASSOCIATION (EM RFCA)**

1. Applications are invited for the post of Cadet Executive Officer (CEO) with EM RFCA to work within Derbyshire Army Cadet Force. This post will become vacant in August 2022, is based at the Army Reserve Centre, Sinfin, Derby and the successful candidate will be expected to reside within daily travelling distance.
2. The successful candidate will be employed by EM RFCA as a member of the Professional Support Staff (PSS) with the status of a Crown Servant (Pay Band C2). The principle role of the post is to act as professional adviser to the County Cadet Commandant on all logistic and administrative aspects of the ACF.
3. This position attracts a current salary of £38,501 All Hours Worked (AHW) per annum. Benefits include a Career Average Revalued Earnings (CARE) pension scheme (with the option for Additional Voluntary Contributions
4. As the Cadet Executive Officer you will be employed on an All Hours Worked (AHW) contract, which provides a comprehensive method of remuneration as a permanent stable addition to basic pay. It recognises the requirement for additional hours to be worked in the evenings and at weekends on a routine basis.
5. Applicants will have comprehensive experience and knowledge of or from the Youth Sector and will have demonstrable leadership skills in leading teams that deliver youth centric outcomes. Previous experience in the Military may be advantageous but is not critical.
6. Applicants must be fully conversant with safeguarding and must be prepared to undertake the role of Designated Safeguarding Lead for the County.
7. The appointment is for a probationary period of six months in the first instance, after which it may be confirmed on a permanent basis. The holiday entitlement is 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.
8. The successful candidate will also need to be security cleared prior to appointment; this will also include an enhanced Disclosure & Barring Service check.



**EAST MIDLANDS  
RESERVE FORCES AND CADETS ASSOCIATION**

Army Reserve Centre, Triumph Road  
Nottingham NG7 2GG  
T: 0115 924 8610  
eastmidlandsrfa.co.uk

9. An detailed Job Description is available from the Association's website:

<http://eastmidlandsrfa.co.uk/about/vacancies/>

10. Applications, complete with a CV and covering letter are to reach the Association by Friday **1<sup>st</sup> July 2022** in electronic format and should be submitted to Head of Finance & HR at:  
[em-finance@rfca.mod.uk](mailto:em-finance@rfca.mod.uk)

11. It is expected that interviews will occur during the second or third week of July 2022, with the successful candidate appointed as soon as possible thereafter.

Signed on original

SC Williams OBE  
Chief Executive  
East Midlands RFCA

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