Ref No: 20220803-ESTATES

**VACANCY –ESTATES PROJECT OFFICER - EAST MIDLANDS RESERVE FORCES and CADETS ASSOCIATION (EM RFCA)**

East Midlands Reserve Forces and Cadets Association have a vacancy for a full-time Project Officer, based at our Regional HQ in Nottingham, and on a 30 month contract. The new Project Officer will be responsible to the Head of Estates and will lead on managing the delivery of key infrastructure projects as part of the first tranche of the Defence Reserve Estate Optimisation programme.

East Midlands RFCA is responsible for managing and maintaining the Army Reserves and Cadet premises across the East Midlands and contributes to wider Ministry of Defence (MoD) outputs.  We play a leading role in strengthening the environment for the Armed Forces through building relationships with local communities and employers. We help deliver the MoD’s youth support programme through the MoD sponsored Cadet Forces, providing opportunities for young people to reach their fullest potential, irrespective of background. We are also responsible for engaging with Reservists’ employers, supporting Reservists and Cadets, and assisting with recruitment of Army Cadet Force Adult Volunteers.

The successful candidate will engage in all aspects of building and estates management and should be confident with handling small and medium projects from inception to completion and be able to communicate effectively with consultants, contractors and end users. You will also be capable of prioritising your work and have excellent time management and communication skills.

Ideally you will have a recognised construction, facilities management or maintenance qualification or be working towards one and be confident and competent when working alone or within a tight knit team. Problem solving ability is key and you should be capable of making sound and timely decisions.

This 30 month contract offers a great opportunity for an individual to develop further experience of delivering infrastructure related projects. This position attracts a current salary of £33,000 per annum. Benefits include a Career Average Revalued Earnings (CARE) pension scheme (with the option for Additional Voluntary Contributions), annual leave of 25 days plus public holidays, use of Association vehicles and free on-site parking. The opportunity also exists for the ideal candidate to be employed part-time (ideally 3 days a week).

A copy of the Job Description and Personal Specification for this position is attached within the email.

If you feel that you are the ideal candidate and could bring experience to the role, send a current CV and a covering letter stating why you may be suitable by email to:

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

For further details please contact Martin Capewell (Head of Estates) on 01159248620 or 07770 858592 or [em-estates@rfca.mod.uk](mailto:em-estates@rfca.mod.uk)

The closing date for applications by a current Curriculum Vitae and covering letter is Friday 20th August 2022 with interviews scheduled for week commencing 22nd August 2022**.**

Mrs D Rai

On Behalf of the CE

East Midlands RFCA