



Ref No: 1042/02

22 January 2024

**VACANCY NOTICE – ADMINISTRATIVE OFFICER – DERBYSHIRE ARMY CADET FORCE**

Applications are invited for the post of Administrative Officer (AO) with Derbyshire Army Cadet Force (DACF). This is a full time post, located in the County Headquarters at Sinfin Lane, Derby and the successful candidate will be expected to reside within a manageable daily travelling distance of his/her place of work. Directly employed by East Midlands Reserve Forces and Cadets Association, this is a Crown Servant Grade E1 post and attracts a salary of £24,040.00 per annum.

You will be a team player and you will have an excellent understanding of the value that being a member of the MoD sponsored cadets has on young people and on wider society. You will be passionate about supporting, enabling and championing Army Cadets and the Adult Volunteers who deliver the cadet experience.

Ideally, you will have experience of working in a busy office environment and will understand the importance of providing an efficient, professional and friendly administrative service to a professional organisation. You will have an excellent understanding of the full range of Microsoft applications and will be able to quickly learn bespoke IT systems that are used by the Cadet Force.

The successful candidate will have a good knowledge of office functions such as collecting and sorting of mail, managing and maintaining office file registers and organising and arranging meetings on behalf of their line manager. In addition, you will be able to build close working relationships with a broad spectrum of stakeholders and provide guidance and advice over the phone and face-to-face.

You will be a team player who will ensure that the Cadet Force Adult Volunteers (CFAVs) and Permanent Support Staff (PSS) are provided with the administrative support they require to deliver exciting, fun and safe cadet activities in accordance with current MoD policy and ACF Regulations.

You will be working in a Child Centric environment with the safety of children and young adults being at the centre of all that you do. As such, you are required to be security cleared prior to the appointment; this will include an enhanced check from the Disclosure and Barring Service (DBS).

The appointment is for a probationary period of six months in the first instance.

A copy of the Job Description for this position can be viewed on the Associations' website:  
[www.eastmidlandsrfa.co.uk/about/vacancies](http://www.eastmidlandsrfa.co.uk/about/vacancies)



**EAST MIDLANDS**  
**RESERVE FORCES AND CADETS ASSOCIATION**

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

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:

Head of Support Services - [em-offman@rfca.mod.uk](mailto:em-offman@rfca.mod.uk)

Applications, complete with a CV and covering letter are to reach the Association by **12noon on Friday 9<sup>th</sup> February 2024**. It is envisaged that interviews are likely to be held week commencing **Monday 19<sup>th</sup> February 2024** at Sinfin Lane ARC.

Signed on original

Mrs Dee Rai  
Head of Finance and Human Resources  
On behalf of  
Stuart Williams OBE  
Chief Executive