



EAST MIDLANDS RESERVE FORCES AND CADETS ASSOCIATION

JOB VACANCY NOTICE – DEPUTY CHIEF EXECUTIVE – 27 FEBRUARY 2024

1. Applications are invited for the post of Deputy Chief Executive (DCE) at the East Midlands Reserve Forces' and Cadets' Association (EMRFCA) based in Nottingham. This is a Crown Service, Grade C1, post that will become vacant in late March 2024. The Association's area covers the East Midlands and it is responsible for some 200 reserve and cadet sites located across the region.
2. **EMRFCA Role and Responsibilities.** EMRFCA delivers a variety of roles and support for the Ministry of Defence's reserve forces and cadet units in three principal areas: Estate and Facilities Management, Cadets and Youth, and Employer and Community Engagement. These outputs are supported by a Finance and Business Administration department. EMRFCA is one of thirteen associations delivering the same range of outputs across the UK. The Association is based in Nottingham. Its tasks are set out in Service Level Agreements with the MOD, Navy, Army, Air Force and Defence Infrastructure Organisation. The Association's executive team are accountable to an Executive Board which is drawn from the Association's Volunteer Membership. The Volunteer Membership is drawn from key stakeholders in all walks of life across the Armed Forces, local communities and businesses.
3. **General Description of the Role.**
 - a. The DCE is the department head responsible for delivering outputs in the Cadets and Youth area. Supervisor of 66, largely ex-Army, professional support staff delivering administrative and logistic support (not training) in 4 army cadet force county units spread across the East Midlands, the DCE interacts primarily with the local Army headquarters in Cottesmore, but also with the senior leadership of the Royal Air Force Air Cadets and Sea Cadets Corps in the region. The DCE provides input to the Council of RFCA's cadet and youth policy and liaises with the Army staff in HQ Regional Command as appropriate. A considerable amount of time will be spent on the road (including in the evenings and at some weekends) attending policy meetings and events with the Service cadet forces and leading and managing the professional support staff.
 - b. As Deputy to the Chief Executive the DCE is also the 'Chief of Staff (Principal Staff Officer)' of the overall organisation. In this role the DCE is responsible for cross coordination of business outputs and cross departmental staff activity in all areas of the Association's work. Responsibilities include writing policy documents and standard operating procedures and conducting risk assessments. The DCE is the Association security officer and data protection officer, maintains and practices the business continuity plan, chairs the health and safety committee and can be required to investigate grievances or other staff matters.
4. With these two distinct roles the job is busy and extremely varied in nature, enabling the incumbent to remain closely engaged with a spectrum of Defence-related issues, and is professionally stimulating. For further background on EMRFCA see www.eastmidlandsrfa.co.uk and in the attached Job Description.
5. **Previous Experience and Qualifications.** Applicants must have: Service staff officer experience, or uniformed service or civilian equivalent, preferably at Grade 1 or Lieutenant Colonel level and have attended a Service staff college; have Service leadership experience at least at Major or equivalent level; be IT literate. Previous knowledge of the Armed Services (in particular the Reserve Forces), the Service Cadet Forces and MOD budgeting procedures will be a distinct advantage.

6. **Terms and Conditions.** The salary for this Band C1 equivalent is £47,260. The successful applicant will be required to work outside normal hours and this attracts overtime pay. Annual leave, excluding public holidays, is 25 days per annum rising to 30 days after 5 years' service. Previous service in the public sector will count towards qualifying years' service. The successful candidate will be eligible to join the Council of RFCA's Pension Scheme which operates on a Career Average Revalued Earnings (CARE) in which the employer contribution is 13% and the employee contribution 5%. An Association car is provided and applicants must have a current driving licence. The place of work is Nottingham and the DCE is expected to live within a reasonable commuting distance of Nottingham.

7. **Probation, Security and Disclosure.** The appointment is for an initial probationary period of six months, continuing as a permanent position thereafter. Prior to appointment, the successful candidate will be required to be security cleared to the Baseline Personnel Security Standard (BPSS), and to have an Enhanced check from the Disclosure and Barring Service (DBS).

8. **Application.** Letters of application, to include a CV which should include the name, address, email and phone number of at least two referees, should be sent via email to Mrs Dee Rai at em-finance@rfca.mod.uk **The closing date for applications is Thursday 28 March 2024 at 1200noon.** The shortlist for interviews will be notified as soon as possible after that date. **Interviews will be held mid-April 2024.** The post will be vacant from 22 March 2024 and the Association wish it to be filled as soon as possible after that date.

9. **Conclusion.** This is a key role in EMRFCA. The post-holder needs to demonstrate the requisite level of experience, skill set and personal attributes to successfully deliver a range of tasks: as a leader of a 66 strong dispersed team of former service personnel and civilians; as an interlocutor and influencer with local Armed Forces and Cadet leadership; and as a senior manager, principal staff officer and deputy to the Chief Executive co-ordinating management and staff activity across departments. The role will demand commitment, energy, tact and diplomacy and regular evening and some weekend work. The current occupant would be happy to discuss the role with potential applicants and can be contacted via em-cedep@rfca.mod.uk

Signed on original

SC Williams OBE
Chief Executive
East Midlands Reserve Forces and Cadets Association

Distribution:

Distribution Lists B, C - ☒ and D - ☒
Council of RFCAs - ☒
Chief Executive all RFCAs - ☒
Regular Forces Employment Agency - ☒
HQ Centre – S02 Cadets & S02 MS
WESTMINSTER S02 IM