



JOB VACANCY NOTICE – COMMUNICATIONS SUPPORT OFFICER
28th October 2024

1. Applications are invited for the post of full time Communications Support Officer (CSO) with East Midlands Reserve Forces' and Cadets' Association (EMRFCA). This post is based in Nottingham (NG7 2GG) and the successful candidate will be expected to reside within daily travelling distance. This is a Crown Servant (Civil Service Band E1 equivalent) post.

2. EMRFCA Role and Responsibilities.

East Midlands Reserve Forces and Cadets Association (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.

3. General Description of the Role

Working alongside the Communications Manager, the CSO raises passive and active awareness of the valuable contributions our people and, through supporting them, EMRFCA and Employer Recognition Scheme Award holders make to society.

This could involve visiting an Army base to interview Reservists who have trained Ukrainians as part of Operation Interflex, attending a Cadet summer camp to capture their adventures on camera, or reporting on the development of state-of-the-art training facilities.

Reporting directly to the Communications Manager, you will manage and monitor our social media channels and monthly newsletter while also contributing to the production of content and the upkeep of the website.

You should have studied or have experience in communications, public relations or journalism and in producing written and video content. Most important of all is a proactive can-do attitude and a willingness to learn.

4. Terms and Conditions.

The salary for this Band E1 equivalent is £24,985. The successful applicant may be asked to undertake work-related travel and on occasion require out of hours work. 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%.



**EAST MIDLANDS
RESERVE FORCES AND CADETS ASSOCIATION**

Army Reserve Centre, Triumph Road
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T: 0115 838 3226
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5. Probation.

The appointment is for an initial probation period of 6 months and final confirmation of your appointment is dependent upon the satisfactory completion of this probationary period.

6. Application.

If you feel that you are the ideal candidate and could bring experience to the role, send a current CV and a covering letter demonstrating how you meet the essential requirements of this job, including evidence of relevant professional accreditations / memberships, and why you consider yourself suitable for the position, indicating your interest and motivation to assume this role by email to Isabella Bejide em-financeasst@rfca.mod.uk

The closing date for applications is Friday 6th December 2024. The shortlist for interviews will be notified as soon as possible after that date. **Interviews will be held early January 2025.** The post will be vacant and the Association wish it to be filled as soon as possible.

A copy of the Job Description for this position can be viewed on the Associations' website:

www.eastmidlandsrfa.co.uk/about/vacancies

Signed on original

Mrs Dee Rai
Head of Finance and Human Resources
On behalf of
SC Williams OBE
Chief Executive
East Midlands Reserve Forces and Cadets Association

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