



RFCA

for Yorkshire and The Humber
Reserve Forces' & Cadets' Association



RFCA FOR YORKSHIRE AND THE HUMBER

RECRUITMENT PACK

EMPLOYER ENGAGEMENT ADMINISTRATIVE OFFICER



CONTENT

1. ABOUT US	2
2. JOB DESCRIPTION AND SALARY	5
3. PERSON SPECIFICATION	11
4. APPLICATION PROCESS	14

1 OUR STORY

SO FAR

At Reserve Forces' and Cadets' Association for Yorkshire and The Humber (RFCA YH) we champion Yorkshire and The Humber's Reserve Forces' and Cadets' through community and corporate engagement, estate management and recruitment support to local Reserve Units and Cadet Detachments.

Reservists are an integral part of the Armed Forces, working side-by-side with their regular colleagues at home and overseas.

OUR HISTORY

We have been the voice for Yorkshire and The Humber's Navy, Army and Air Force Reservists and Cadets since 1908.

OUR TEAM

As a small and committed team, we strive to promote the value and diverse skill set of the Armed Forces family to the local community and employers from all sectors.

OUR WORK

We provide informed support to Yorkshire and The Humber's Armed Forces Community and use our locally driven relationships to deliver defence strategy at a regional level. Perhaps most crucially, we manage the Volunteer Estate, ensuring our Reservists and Cadets have the proper facilities to train in and thrive.

WHAT WE DO

VISION STATEMENT

To ensure Reserves and Cadets in Yorkshire and The Humber thrive and endure, enjoying strong and mutually supportive relationships with the communities of the region, and strengthen the relationships between the Armed Forces and civil society.

THE THREE PILLARS

ENGAGEMENT



We work to establish and maintain strong relationships with employers and community stakeholders to develop mutually beneficial working relationship with the Ministry of Defence.

Our Engagement Team is here to advise and guide companies to adopt a forces friendly policy beginning with signing the Armed Forces Covenant, through their journey on the Employer Recognition Scheme to becoming advocates for Defence.

CADETS AND YOUTH



There are over 8,500 cadets across Yorkshire and the Humber; at RFCA YH we provide the financial, administrative and logistical support that enables them to take on challenges and adventures that would otherwise be unavailable to them.

Importantly, we provide the recruitment support for the adult volunteers without which the cadet organisations would cease to exist.

ESTATES



Our Estates Team manage 30 Reserve Centres across the region (including Maritime Reserve and Royal Auxiliary Air Force) along with 140 Cadet Training Centres.

We have successfully designed and project managed multi-million pound builds and provide all essential maintenance, repairs, leasing and safety compliance to the entire Reserve Estate.

HOW WE DO IT

EMPLOYER AND COMMUNITY ENGAGEMENT

RFCAYH builds and nurtures enduring relationships with opinion formers, stakeholders, employers and local authorities, improving understanding of the reserve forces' and cadets' contribution to the nation and our area.

The team works with local authorities and statutory service providers to deliver the Armed Forces Covenant (AFC) across the region. All County Councils and unitary authorities in the region have signed the Covenant and implement their AFC in a way fitting with the values and ethos of their county. RFCA YH acts a key point of contact and a source of information on the Armed Forces Covenant, Reserves and Cadet matters.

CADET INITIATIVES AND ADULT INSTRUCTORS

The hard work of Yorkshire and The Humber's 8,500+ cadets can be seen in the increasing number of events that they are involved in throughout the Region. These include Remembrance Day Ceremonies at various locations across the region.

In addition to administering annual camps, we have established combined events, giving cadets the opportunity to test their skills. Events such as the much sought after Lord-Lieutenant Cadet Certificate presentation is organised every year by the RFCA YH Youth and Cadets Team. Additionally we provide cadets the opportunity to be involved in events such as the annual photography competition, winter skills courses and kayaking in Norway.

In schools, our commitment to the Cadet Expansion programme is led by our dedicated School Cadet Expansion Officer. His role is to guide schools and offer advice throughout the process of establishing a Combined Cadet Force unit.



MANAGING THE ESTATE

The RFCA manages the estate for all Reservists and Cadets in the region, which includes 630 buildings, covering 6,500 acres of land and ranges from small cadet huts to multi-unit bases. Additionally, the RFCA manages multi-million pound works and estates budgets on behalf of the MoD, including adapting injured service personnel's' homes.

In addition to our core funding, we are required to source additional funding streams to meet these demands.

ALTERNATIVE VENUES (AV)

Alternative Venues manages the venue hire within RFCA YH. It is a non-profit organisation which generates additional funding by hiring out facilities within the RFCA YH Estate.

With over 30 Army Reserve Centres, 87 Army Cadet Force and 62 Air Training Corps sites spread across Yorkshire and The Humber available for commercial venue hire, the money generated by AV is put directly back in to the Estate.

2 JOB DESCRIPTION

JOB DESCRIPTION

Post: Employer Engagement Administrative Officer (EE AO)

Department: Employer Engagement (EE)

Line Manager (LM): Regional Employer Engagement Director (REED)

Salary: £19,911

Grade: E1

1. General

The post holder is responsible for providing general assistance to the Engagement team as necessary and is responsible to the REED for the duties outlined below.

2. Duties

- Administer the Yorkshire and Humber Salesforce database.
- Administer the regional EE accounts on Salesforce.
- Provide statistical returns and regular reports to Defence Relationship Management (DRM).
- Maintain contact with supportive employers, military units and colleagues throughout the RFCAs and DRM
- Attend meetings and training with DRM as required.
- Arrange meetings, presentations and help with organised events in regard to EE activities.
- Organise and assist with preparation of EE meetings, including recording invitations and replies and taking minutes.
- Attend Engagement events such as Employer Recognition Scheme awards and the Great Yorkshire Show and any other events arising which may include evening working
- Coordinate appointments for the REED and Assistant REED (AREED)
- Update and coordinate the Engagement Diary.
- Maintain the stock of EE promotional, advertising and publication materials.
- Create procurement orders and record subsequent invoices.
- Assisting in the update of databases used by the RFCA.
- Additional duties as may be required from time to time but consistent with the grade.
- Assisting with RFCA meetings and events as required.

3. Health and Safety

To be aware of and comply at all times, with the terms of the Association's Health and Safety Policy Statement, which is posted on all staff notice boards throughout the Association's site.

4. Administrative

This job description may be reviewed in the light of significant changes in responsibility or at a change of incumbent.

3 PERSON SPECIFICATION

CRITERIA	STANDARD	E/D*	MEASURED BY
Work Experience	Organisation and Administration	E	Application
	Managing workload and prioritising commitments	E	Application/Interview
	Previous experience as an administrator	D	Application/Interview
Knowledge	Knowledge of Salesforce Database and operative systems	D	Application/Interview
	Knowledge of Symphony	D	Application/Interview
Skills	Ability to use Microsoft Word, Outlook, Access and Excel	E	Application/Interview
	Ability to communicate clearly in writing and orally	E	Application/Interview
	Ability to produce accurate work to tight deadlines under pressure	E	Application/Interview
	Ability to learn new IT management systems	E	Application/Interview
Qualifications	Driving licence	D	Application
	Positive individual, with an innovative approach to work	E	Interview
Attitude	Empathetic individual having the flexibility to deal with a wide variety of situations	E	Interview
	Team player	E	Interview

4 APPLICATION PROCESS

Should you wish to discuss the vacancy please contact Karen Springham by emailing yh-offman@rfca.mod.uk where your enquiry can be responded to or redirected.

The closing date for applications is **Sunday 30 June 2019**.

Candidates should send a covering letter of no more than two sides of A4 along with their CV to yh-offman@rfca.mod.uk. Please focus on the reasons for your application, referencing the headings in the Person Specification. Indicate, by providing evidence, how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the main activities and key tasks of the Job Description.

Successful applicants will be notified of an invitation to interview by **Friday 5 July 2019**. Interviews will be held on **Thursday 18 July 2019** with a proposed start date of mid-August.

Supporting the Reserve Forces and Cadets in Yorkshire and The Humber

RFCA for Yorkshire and The Humber | 20 St George's Place | York | YO24 1DS

Telephone 01904 623081 Web site: www.rfca-yorkshire.org.uk

President: A J Coombe Esq., HM Lord-Lieutenant of South Yorkshire

Chairman: Air Commodore I R W Stewart CBE DL

Chief Executive: Colonel Retd Jason Wright