



# RFCA

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



## RFCA FOR YORKSHIRE AND THE HUMBER

### RECRUITMENT PACK

### ESTATES SURVEYOR



# CONTENT

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

# 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. RFCAYH 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

Post:	Estates Surveyor (North)
Department:	Estates
Line Manager (LM):	Head of Estates (HoE)
Salary:	£31,696
Grade:	C2
Job Purpose:	Maintenance, compliance and improvement of the Estate.

### 1. General

The Estates Surveyor is responsible to the HoE for the provision of technical direction, advice and assistance to enable the implementation of the Reserve Forces' and Cadets' Association's building, mechanical, electrical, civil engineering and Facilities Management (FM) plans. This is to be achieved by ensuring statutory and mandatory compliance and value-for-money management of the Association's properties across the Estate and financial policy laid down by the Defence Infrastructure Organisation (DIO) on behalf of all customers

### 2. Principal Areas of Accountability/Main Activities/Tasks

- To plan and cost effectively manage the implementation of the forward maintenance programme, responsive maintenance, refurbishment and re-provision for all Association premises and land.
- Undertake and complete Condition Survey Reports and scoring as per the scheduled plan on assigned assets within the Association's area of responsibility every two years.
- Maintain the Property Management database.
- Represent the Department or Association at meetings and attend site meetings from inception through to the end of defects period of any project.
- Raise Works Orders, review progress of work, approve and certifying invoices for work completed in accordance with delegated powers determined by the Association Management Board.
- If requested by Head of Estates task consultants or personally prepare specifications and schedules of work in furtherance of Tenders and Competitive Pricing requests.
- Advise and assist with the scope and schedule of work under the Planned Maintenance Programme (PMP) and maintain the Forward Maintenance Register (FRM).
- Fulfil the role of Client under CDM Regulations and coordinate external professional service providers in relation to Capital and other non-maintenance projects.
- Prepare estimates of cost for all minor new works and maintenance services and establish priorities for such works in relation to financial limitations and staff capacity.
- Monitor contractor performance and complete Quality Assurance Audit Checks in accordance with current regulations and delivery of projects on time and within the allocated budget.

- Agree, monitor and review Safe Systems of Work.

### **3. Secondary Responsibilities and Tasks**

- Other than where consultants have been appointed, the responsibility of all building, mechanical, electrical, civil engineering works on all sites and properties within the Association's area of responsibility.
- Co-ordinate the Volunteer Estate Environmental Management System (VE EMS) within the Association's area of responsibility.
- Undertake all other duties as directed by the HoE commensurate with competencies held and the grade of this post.
- As an Association Management employee, set and require the highest standards of professional conduct and contribute to a positive working environment.
- Develop with the HoE, the annual budgeted maintenance programmes.
- Maintain and enable MIS processes in line with current Association approved version within your area of responsibility.

### **4. Administrative**

The Chief Executive may review this Job Description in the light of changes in responsibility or at a change of incumbent.

### **5. Health and Safety**

To be aware of and comply at all times, with the terms of the Association Health and Safety Policy Statement, which is posted on all staff notice boards throughout the Association's sites. Support the Estate Health & Safety Officer maintain a safe place across assigned sites.

### 3 PERSON SPECIFICATION

CRITERIA	STANDARD	E/D*	MEASURED BY
<b>Work Experience</b>	Organisation and Administration	D	Application
	Managing workload and prioritizing commitments	D	Application/Interview
	5 years working experience as a surveyor within the construction sector	E	Application/Interview
<b>Knowledge</b>	Knowledge of CDM 2015 Regulations	E	Application/Interview
	Knowledge of Local authorities and the planning process	D	Application/Interview
	Knowledge of budgets and budgeting	E	Application/Interview
<b>Skills</b>	Ability to use Microsoft Word and Excel	D	Application/Interview
	Ability to communicate clearly in writing and orally	D	Application/Interview
	Ability to produce accurate work to tight deadlines under pressure	D	Application/Interview
	Ability to learn new IT management systems	D	Application/Interview
	Ability to manage client expectations	D	Application/Interview
<b>Qualifications</b>	HND or equivalent in Construction	E	Application
	RICS or CIOB qualification (or working towards membership)	D	Application
	Empathetic individual having the flexibility to deal with a wide variety of situations	D	Interview
	Positive individual, with an innovative approach to work	D	Interview
<b>Attitude</b>	Team player	E	Interview
	Can do attitude	E	Interview

D Desirable      E Essential

---

## 4 APPLICATION PROCESS

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

Candidates should send a covering letter of no more than two sides of A4 along with their CV to [yh-offman@rfca.mod.uk](mailto:yh-offman@rfca.mod.uk). The closing date for applications is **Sunday 16 June 2019**.

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 **Tuesday 25 June 2019**. Interviews will be held on **Thursday 4 July 2019**.

---

*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](http://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