



South East Reserve Forces' and Cadets' Association

Seely House, Shoe Lane, Aldershot, Hampshire. GU11 2HJ Tel: 01252 357606 Fax: 01252 357620 Email: [hq@serfca.co.uk](mailto:hq@serfca.co.uk)

SE9/3/7

See Distribution

10<sup>th</sup> January 2012

VACANCY NOTICE – CADET ADMINISTRATIVE ASSISTANT

We have an immediate vacancy for a Cadet Administrative Assistant with Sussex Army Cadet Force.

Applicants will ideally be under the age of 50 and preferably have served in the Armed Forces as a Warrant Officer or Senior Non Commissioned Officer. The appointment calls for:

- A good knowledge of G4 duties.
- The ability to handle routine correspondence.
- A full driving licence.
- Basic computer literacy.

The successful applicant will be:

- A good organiser, able to work on their own.
- Required to pass CRB Enhanced Disclosure and obtain DVA Security Clearance.
- Prepared to work flexibly out of normal hours and at weekends, for which an all-hours worked enhancement is made to the salary.

The salary scale for the appointment equates to Pay Band CAA E1 in the MOD Civil Service starting at £21,397 per annum all hours worked.

The Association operates a final salary pension scheme to personnel under the age of 56. Members receive a non-pensionable enhancement of 6% to their salary to offset superannuated contributions.

Application forms and a full job description may be obtained from:

The Association Staff Officer  
SE RFCA  
Seely House  
Shoe Lane  
Aldershot, Hants  
GU11 2HJ

Telephone: 01252 357606  
Email: [jtaylor@serfca.org](mailto:jtaylor@serfca.org)

Closing date for applications is Friday 10<sup>th</sup> February 2012.

*J Taylor*

J TAYLOR  
Association Staff Officer  
for Chief Executive

Distribution:

External:

Council of RFCAs

All RFCAs

Chief Clerk, G1, HQ Sp Comd (Please publish in Orders)

HQ (G1) London District (Please publish in LDOs)

RFEA, Watlington House, Watlington Street, Reading, Berks. RG1 4RG

HDEA, Headquarters Foot Guards, Wellington Bks, Birdcage Walk, London SW1E 6HQ

RHQ PWRR, Howe Bks, Canterbury, Kent. CT1 1JY

RHQ PWRR, Searles House, Southgate Street, Winchester, Hants. SO23 9EG

RHQ RGBW, The Wardrobe, 58 The Close, Salisbury, Wilts. SP1 2ER

RHQ RIFLES, Peninsula Barracks, Romsey Road, Winchester, Hants. SO23 8TS

RHQ REME, Louisburg Bks, Bordon

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CEOs