

**VACANCY – ADMINISTRATIVE OFFICER (EMPLOYER ENGAGEMENT)**

**Start date August 2021**

An exciting opportunity has arisen for a Full Time Administrative Officer (Employer Engagement) at East Anglia Reserve Forces and Cadets Association, located close to Chelmsford City centre, Essex (CM2 6BU).

We are widely recognised as the most valuable, knowledgeable and authoritative body in support of reserve forces and cadet organisations in East Anglia.

As a public organisation with Crown status:

* We champion our local MOD sponsored youth organisations, sustaining 250+ units.
* We nurture enduring networks with employers and local authorities, supporting Reserves and Cadets.

We are looking for a highly organised individual with excellent numeracy and literacy skills, computer literate, able to learn new systems quickly and work with minimum supervision. Good communication and inter-personal skills are essential both virtual and Face-to-Face along with a knowledge of Customer Relations Management (CRM) databases. A full driving licence is essential.

The Administrative Officer (Employer Engagement)’s range of tasks include:

* Maintenance of the CRM database.
* Assist with the delivery of the Employer Engagement plan.
* Assist with preparation and attendance of events, and event communications.

This position attracts a current salary of £20,919 pa. Additional benefits include a generous defined benefit pension scheme, annual leave of 25 days plus bank and public holidays (rising to 30 days after 5 years of service) and free on-site parking.

[](http://www.earfca.org.uk/rfca/vacancies)Application forms and a full job description can be obtained from our website <http://www.earfca.org.uk/rfca/vacancies> or from:

Administrative Officer (Employer Engagement) Vacancy

East Anglia RFCA

250 Springfield Road

Chelmsford

Essex

CM2 6BU

🕿 01245 244802

🖂 [ea-offman@rfca.mod.uk](mailto:ea-offman@rfca.mod.uk)

This vacancy has a probationary period of twelve months and final confirmation of the appointment is dependent upon the satisfactory completion of this probationary period.

**Closing date for applications is 1200hrs on Monday 12 July 2021. Interviews for selected candidates will be held 20 July 2021 in person, with a view for the successful candidate to start in August 2021.**

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