

## VACANCY NOTICE – Head of Estate

Applications are invited for a full-time Head of Estate at the **NE RFCA**. The post is based at **53 Old Elvet, Durham DH1 3JJ**.

The salary for the appointment is £59690 per annum, with the option to join the CRFCA's pension scheme. This is a Career Average Revalued Earnings scheme (CARE) in which the employer contribution is 8% and the employee contribution 5%. The successful candidate will be entitled to 25 days' annual leave, plus bank holidays. Annual leave entitlement increases by 1 day per year up to 30 days; those with 5 years' prior service with HM Forces/OGD will start with 30 days' entitlement. This is equivalent to a Civil Service Grade 7 post.

The Head of Estate has overall responsibility for the management and assurance of Hard and Soft Facilities Management services in support of users of the Volunteer Estate, including the Reserves and Cadets; they:

- Are responsible for the delivery of outcomes by the RFCA Estates Team, who will support the effective contract/performance management and assurance of Hard and Soft Facilities Management services delivered through contracted service providers.
- Are responsible for ensuring the successful delivery of minor capital works projects (circa £4M) by the contracted Hard Facilities Management service provider.
- Are the primary interface regarding estate matters for all users of the Volunteer Estate.
- Manage resources (including budgets) and plans such that the RFCA Estate Team and contracted service providers may efficiently deliver required outputs.
- Work with industry partners and other stakeholders to ensure the effective management of risk.
- Provide effective leadership to the RFCA Estates Team to enable a positive, collaborative, and proactive working environment in order to foster a high performing team.
- Are the Senior Estates Advisor to the Chief Executive and the Property Advisory Board.
- Must hold or be working towards full level membership of a relevant professional body (e.g. IWFM, CIOB, RICS, IET, CIBSE, InstRE), and ideally be registered with the Engineering Council as either an IEng or CEng, or be working towards such registration or have equivalent relevant experience.

The post holder will be subject to a Security Clearance check and DBS check; two suitable references will also be required.

### Application

Applications should be received no later than close of business on **Wed 23 Apr 2025** and be sent by email to **ne-finance@rfca.mod.uk** marked **Head of Estate Application**.

The shortlist of applicants called for interview will be notified as soon as possible after that date.

**The date for interviews is to be confirmed but will take place at the beginning of May 2025.**

Applications should comprise:

- A current CV.
- A short covering letter demonstrating how they meet the essential requirements of this job, including evidence of relevant professional accreditations / memberships, and why they consider themselves suitable for the position, indicating their interest and motivation to assume this role.