EAST MIDLANDS
RESERVE FORCES AND CADETS ASSOCIATION

Army Reserve Centre, Triumph Road
Nottingham NG7 2GG
T: 0115 838 3218
eastmidlandsrfca.co.uk

Ref No: 1042/02

7th October 2026

VACANCY – COMMUNICATIONS MANAGER

We are seeking an experienced communications lead to join East Midlands Reserve Forces and Cadets Association (EM RFCA) as Communications Manager (CM) to lead on marketing, communications and media. Working to the Chief Executive, the Communications Manager will be at the heart of increasing awareness of our people to employers, communities and across myriad of digital and traditional media.

The post is routinely located at the Army Reserve Centre, Triumph Road, Nottingham NG7 2GG. The successful candidate will be expected to reside within reasonable travelling distance of Nottingham.

EMRFCA Role and Responsibilities.
East Midlands Reserve Forces and Cadets Association (EM RFCA) is responsible for managing and maintaining the Army Reserves and Cadet premises across the East Midlands and contributes to wider Ministry of Defence (MoD) outputs. We play a leading role in strengthening the environment for the Armed Forces through building relationships with local communities and employers. We help deliver the MoD's youth support programme through the MoD sponsored Cadet Forces, providing opportunities for young people to reach their fullest potential, irrespective of background. We are also responsible for engaging with Reservists' employers, supporting Reservists and Cadets, and assisting with recruitment of Army Cadet Force Adult Volunteers.

General Description of the Role.

You should be experienced in creating communication plans, communication strategies, writing e-newsletters and have coordinated a variety of campaigns that utilised social media.

You will be expected to lead on the development and delivery of the Association's communications plan that will encompass all areas of interest (estates, cadets and youth, and engagement). This role allows you to provide communications support for the region's cadet and reserve forces as well as the wider employer community, as well as allowing you to communicate a range of estate-based projects).

You will lead and manage day-to-day marketing and communications, including: preparing press releases, producing regular social media content, producing email newsletters using MailChimp and content for other traditional and digital publications, and providing media support at engagement events. You will also be the main point of contact for regional media enquiries.

As a candidate you should be able to evidence delivery of a communications and media plan with (at least) a regional focus, and you should have a proven track record of planning and delivering a range of communications materials such as: content for PR (in print and online), social media and engagement. In addition, you should be experienced in writing and editing content for print materials (including magazines).

You will need to build positive working relationships with personnel internally as well as the Association's membership and other third party organisations at a range of seniority levels. Experience of relationship management and working with volunteers would be advantageous but not essential.

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You will be experienced at managing your own workload, have line management experience and should be able to prioritize projects allocating your time and resources accordingly.

The Association uses a range of media including video content to reach out to audiences online so if you are not experienced in recording and editing material already it would be advantageous to be proficient or be willing to learn this as a new skillset.

You will be tasked to deliver high quality communication materials for a variety of audiences including writing a range of copy for publication, digital marketing and creating focused messaging to strengthen the Association's brand identity.

Terms and Conditions.
The successful candidate will be employed by EM RFCA with the status of a Crown Servant, Pay Band – Higher Executive Officer (HEO) £37,720. The successful applicant may be asked to undertake work-related travel and on occasion require out of hours work. Annual leave, excluding public holidays, is 25 days per annum (full-time equivalent), rising to 30 days after five years' service. Previous HM Armed Forces service or public sector service will count towards qualifying years of service.

The successful candidate will be eligible to join the Council of RFCA's Pension Scheme which operates on a Career Average Revalued Earnings (CARE) in which the employer contribution is 13% and the employee contribution 5%.

Probation.
The appointment is for an initial probation period of 6 months and final confirmation of your appointment is dependent upon the satisfactory completion of this probationary period.

Application.
If you feel that you are the ideal candidate and could bring valuable experience to the role, please send a current CV and a covering letter demonstrating how you meet the essential requirements of this job, including evidence of relevant professional accreditations / memberships, and why you consider yourself suitable for the position, indicating your interest and motivation to assume this role by email to Miss Chantelle Hibbert at em-offman@rfca.mod.uk

The closing date for applications is by 12:00 noon on Friday 13th November 2026. The shortlist for interviews will be notified as soon as possible after that date. **Interviews will be held shortly after this date – to be confirmed**. The post will be vacant and the Association wish it to be filled as soon as possible.

A copy of the Job Description for this position can be viewed on the Associations' website:
www.eastmidlandsrfca.co.uk/about/vacancies

Signed on original

Mrs Dee Rai
Head of Finance and Human Resources
On behalf of:
SC Williams OBE
Chief Executive
East Midlands RFCA