



Job Title:	Education Technician - Office Assistant	PP-SRS-GRD:	S-1702-07
Location:	RAF Mildenhall	Vacancy Number	VA24 RPA 346780
Open Date:	11 March 2024	Close Date	18 March 2024
Work Hour Per Week	37.50	Salary (Per Hour)	£12.61 - £17.23

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of education technicians at the 100 Force Support Squadron, Royal Air Force Mildenhall, United Kingdom.

You will provide technical expertise and quality customer service in support of the Education Services Office function, serving as a customer service representative, receiving and directing calls and visitors, answering inquiries, and referring customers to appropriate staff members for further information. You will schedule testing or counseling appointments as necessary and advise customers on procedures and requirement for education and training programs.

The role involves providing individual career, academic, and force development advice to military personnel, their dependents, and/or civilian personnel pursuing vocational, technical, certification, and professional development opportunities at various levels while serving as the technical expert on a variety of educational programs.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required

Applicants must demonstrate the following:

1. Knowledge of voluntary education programs, their objectives, policies, procedures, and requirements.
2. Knowledge of Air Force data systems as they pertain to training and education data management is desirable
3. Must have knowledge of various office automation software, tools, and techniques to support office operations and produce a variety of documents, such as letters, reports, spreadsheets, databases, and graphs.
4. Ability to plan and organize work independently.
5. Skill in preparing written forms, schedules and reports relating to education and training programs.
6. Ability to read and interpret specific procedural guidelines pertaining to administrative support, including locally developed equipment operating and document processing instructions, which are directly applicable to the work.
7. Ability to communicate effectively in writing and orally, using tact and courtesy.

Other Important Information

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary train.

Benefits

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

Who Can Apply

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation

- Right to Work Documentation

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

