



Job Title:	Cargo Scheduler	PP-SRS-GRD:	S-2144-08
Location:	RAF Mildenhall	Vacancy Number	VA24 RPA 346811
Open Date:	12 March 2024	Close Date	19 March 2024
Work Hour Per Week	237 hours over 6 week period	Salary (Per Hour)	£14.13 - £19.48 + 15% Shift Allowance = £16.25 - £22.40

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 Cargo Schedulers at 727 Air Mobility Squadron, Royal Air Force Mildenhall, United Kingdom.

You will serve as an aircraft load planner/scheduler responsible for independently selecting cargo and pre-planning for control and timely movement through the aerial port to numerous foreign and domestic destinations. You will provide cargo scheduling capability for channel, contingency, Special Assignment Airlift Missions (SAAM) for the Department of Defense, and other authorized agencies. You will control and preplan cargo movement; pre-selects and sequences cargo loads, control the movement of high port hold time, special handling, explosives and high priority cargo, and the expeditious movement of AMC MICAP items and other high priority cargo (ie Green sheet, Purple sheet). You will also program the movement of cargo, to include special cargo involving dangerous/hazardous materials, out of the aerial port for expeditious movement to its final destination.

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. Comprehensive knowledge of theory, concept and principles of aircraft weight and balance and the operation of an air terminal complex with advanced mechanized materials handling system and computer systems.
2. Knowledge of the instructions, regulations, directives governing aircraft load planning and manifesting cargo.
3. Knowledge of governing rules and procedures for proper handling, special restrictions and documentation requirements for cargo and mail with general, hazardous and sensitive characteristics.
4. Experience involving the scheduling the movement of cargo into or through one or more freight terminals in the appropriate amounts in order to balance the flow with the terminals' capacity to accommodate the freight and the carriers' capacity to transport the cargo is highly desired.
5. Ability to operate several computer systems, to include, but not limited to Cargo Movement Operations System (CMOS), GATES and Microsoft Office is desirable.
6. Ability to coordinate complex issues and resolve difficult problems with other work centers, base agencies, civilian contractor/vendor personnel and other federal agencies.
7. Skill in load planning various types and sizes of cargo that can be transported by military and commercial aircraft.
8. Skill in written and oral communication to include presentation and briefings of technical subject matter.

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 training.

Other significant facts pertaining to this position are:

1. Position is subject to exposure to prevailing or inclement weather conditions.
2. The work requires the employee to drive a motor vehicle. An appropriate, valid UK driver's license is required for the position and must be able to pass a flight line test.
3. Must obtain Explosive Handler qualifications within 6 months of assignment. Must recertify as an Explosive Handler IAW published guidelines and instructions. Must obtain and maintain required occupational certifications in accordance with US and UK industry standards.
4. Must be Hazardous Cargo Inspector qualified IAW AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipment*. The incumbent has 6 months from date of entry on duty to become qualified. The unit will fund one opportunity to become qualified. If the incumbent fails to qualify on the first attempt, additional attempts will be at his/her expense.
Note: Failure to complete the required certifications within the stated time period due to employee negligence may result in separation from the position. If failure to obtain certifications is due to circumstances outside the employee's control, management will establish a reasonable timeframe for completion.
5. Must re-qualify as Hazardous Cargo Inspector and as a Load Planner/Inspector IAW published guidelines and instructions.
6. Incumbent must have the physical ability to inspect and coordinate movement of cargo on train load stands/hi-lines and on K-Loaders.
7. Must be able to pass a pre-employment physical.

You must provide a copy of transcripts/ proof of qualifications/ certificates related to the duties of the position when submitting your application.

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.

