



Several vacancies may be available - multiple selections may be made

Job Title:	Civilian Program Manager/Liaison (S-0301-11)
Location:	RAF Menwith Hill
Vacancy Number:	267392
Close Date:	05 June 2026
Hours and Schedule:	37.5 hours per week: Fixed (Mon-Fri 0800-1630)
Hourly Pay:	£21.56 - £30.28

This position is only available to UK Nationals. Applicants must hold UK citizenship and have lived in the UK for at least 8 years out of the last 10 years for this position.

Benefits:

- **Competitive Salary:** the starting salary for this position is £21.56 per hour
- **Holiday:** 25 Days Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The primary purpose of this position is to serve as the focal point to administer HR and civilian plans and programs for RAF Menwith Hill, making recommendations to improve operations and providing optimum manning and personnel support.

In this role, you will provide guidance to commanders, supervisors, and managers on a broad scope of civilian personnel management issues in coordination with local Civilian Personnel Section (CPS) legal office and union representatives and as the primary point of contact for civilian personnel program management involving position management, staffing, placement, and classification. You will be tasked with coordinating various HR services and preparing necessary written correspondence and documentation.

Qualifications and Key skills for the position.

A valid UK driver's license (Category C) is required, plus

One year specialized experience demonstrating the key skills listed below;

1. Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources pertaining to civilian personnel management, as well as a practical understanding of how to structure teams, position classification, and the use of special recruiting tools and incentives.
2. Knowledge and skill in analyzing and evaluating of civilian personnel program operations to ensure that administrative and professional operations are running efficiently and effectively.
3. Knowledge of civilian personnel management policies, processes, and techniques sufficient to advise management and employees regarding policies procedures, obligations, and entitlements.
4. Skill in conducting detailed analyses of complex civilian personnel functions and work processes.
5. Ability to develop new or modified organizational work methods, processes, and/or procedures to improve organizational efficiency/productivity.
6. Ability to establish effective working relationships and to communicate with tact, creativity, and resourcefulness, both orally and in writing.

Other Significant Facts

1. You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
2. You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
3. You will be required to complete a 6-month probationary period.
4. Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
5. You must obtain and maintain the appropriate security clearance required for this position; DV/STRAP.
6. The Local National Direct Hire (LNDH) Program does not participate in regular drug testing, however positions covered by this document may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap or accident testing.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil

