

**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

 **Appointment Details**

 **Job Title**: Cadet Administrative Assistant (CAA) HQ

 **Job Grade**: E1 (AHW)

**Department**: Professional Support Staff (PSS) Essex Army Cadet Force

(ACF)

 **Reports to**: **Line Manager**: Cadet Executive Officer (CEO)

 **Countersigning Officer**: Deputy Chief Executive

**GENERAL DESCRIPTION**

1. The Cadet Administrative Assistant (CAA) HQ is a full-time Crown Servant civilian employee of the Reserve Forces and Cadets Association (RFCA).
2. The CAA HQ, in consultation with and as directed by the CEO and the Cadet Quartermaster (CQM), is responsible for the management of the full range of equipment and stores at the ACF county Headquarters, its Cadet Training Centre (CTC), in support of the Cadet Administrative Assistants delivering support to cadet detachments and when deployed on annual camp.
3. The CAA HQ is required to become a volunteer in the Army Cadet Force, as an Adult Instructor, as part of their contract of employment with the RFCA. Such membership is supported by up to 21 days of additional remuneration at the appropriate rate at the rank of which they are entitled (normally Company Sergeant Major Instructor - CSMI).
4. As part of being a volunteer in the Army Cadet Force, attendance at the two week Annual Camp will be required.
5. Full induction training will be given on appointment.

**RESPONSIBILITIES**

1. General. The CAA HQ must:
	1. Administer, maintain and take reasonable care of any vehicle or item of equipment which the CAA HQ may be responsible for or have the use of in the course of their work and must take every reasonable precaution to prevent any damage to the vehicle or item of equipment.
	2. Undertake any reasonable task within the broad remit of their role which may be required of them by either the CQM or CEO which may entail such aspects as *ad hoc* analysis and one-off reports.
2. Facilities Management. The CAA HQ shall be responsible for the day-to-day management of any ACF properties which they are delegated by the CEO/CQM; such responsibilities may include**:**
	1. Inspections for serviceability
	2. Fault reporting
	3. Supervision of repairs
	4. Conduct of contractors and awareness under the 4C’s principle
3. Stores Management and Accounting. The CAA HQ is responsible for the following aspects of logistics management:
	1. Receive all materiel, check against documentation for quantity and quality and bring to account.
	2. Maintain stock book for receipts and issues and all other relevant paperwork as per Materiel Regulations.
	3. Operate the WESTMINSTER G4 stores package.
	4. Prepare paper work for disposal, writes off, issues and receipt.
	5. Condition returned stores for cleanliness, repair and general serviceability.
	6. Submit demands for replenishment.
	7. Prepare stores for issue at weekend training.
	8. Prepare uniforms for issue.
	9. Menu planning, food purchase & ration accounting.
	10. Carry out deliveries and collections to\from outside agencies eg: workshops, tailors.
	11. Prepare accounts for inspections.
	12. Dispose of packaging in line with waste management policy.
	13. Maintain stores areas in a tidy and workmanlike condition.
	14. Stand in for the CQM as and when required.
4. Mechanical Transport: The CAA HQ is responsible for and on behalf of the CQM (MTO) for the overall control of all County vehicles, this should include:
5. The issue of vehicles to and from Companies.
6. Book vehicles in for repair.
7. Maintain a servicing programme.
8. MOT.
9. Licensing.
10. Insurance
11. Oversee the fuel account.
12. Maintain vehicle cleanliness.
13. The CAA HQ is also responsible for the coordination of:
14. Maintaining a record of Authorised Drivers (FMT 600).
15. Carry out MATRIX and familiarisation training.
16. Publish MT Standing Orders and control the issue of Work Tickets.
17. Maintain an FMT 600 Register and a register of vehicle accidents.
18. SHEF Management**:**
	1. Must take reasonable care for health and safety of himself/herself, and of other persons who may be affected by his/her acts or omissions while at work. He/she will also be responsible for the health, safety and welfare of subordinate staff (if with managerial duties).
	2. Report all known area site-specific H&S and environmental issues back to the site’s 4Cs Duty Holder (normally the CQM if situated in a CTC), ensuring both the CEO and Estates team are aware.
19. Environmental Management:
	1. Main responsibilities are to monitor all waste generated through the areas under control through formal inspection and ensure that all supervisors of annual camps and weekend training centres are aware of the need to protect the environment.
20. Security Requirements:
	1. Will be required to undergo a Security Clearance (SC) in accordance with the Association Security Requirements.
	2. Will be required to comply with and sign annually, the Security Operating Procedure (SyOps) for the use of the Association Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on the IT Systems.
21. **CFAV and** **Cadet Training Away from the County HQ:**
	1. Assist the CQM by booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as required.

b. Provide the necessary logistic support to County Headquarters Staff during County organised events including, Accommodation, Messing, Equipment and Vehicle requirements.

1. **Assistance to County HQ Staff:**
	1. In the absence of the Cadet Quartermaster, provide advice and guidance on all matters pertaining to County G4 administration, safety and security.
2. **Special Requirements** (qualifications, equipment skills etc):
3. **Essential**
	* 1. Previous stores/warehouse experience to at least City & Guilds /CILT Level 3 or equivalent
		2. Be computer literate, in particular in using MS Office suite.
		3. Hold a current Cat B[[1]](#footnote-1) driving licence
		4. Hold (or able to gain) enhanced DBS clearance[[2]](#footnote-2).
4. **Desirable**
5. Qualified or be experienced in Health & Safety.
6. CIEH Level 3 Fire Safety qualified (or equivalent).
7. First Aid qualified.
8. All Arms CQMS/SQMS course qualification or RAF/RN equivalent
9. Knowledge of Military Security procedures.
10. Basic knowledge of Military Transport procedures.
11. ECDL would be an advantage.
12. **All Hours Worked**

* 1. The CAA will work on a 47 hour a week All Hours Worked Contract. This is defined as

“The AHW formula was introduced to provide a comprehensive method of remuneration as a permanent stable addition to basic pay for Professional Cadet Staff. It recognises the requirement for some additional hours to be worked in the evenings and at weekends on a routine basis.

The formula takes into account the peaks and troughs of the workload averaged over the usual work cycle and the AHW contract provides for staff to be paid routinely for work in excess of the usual contracted hours for RFCA staff and a supplement in recognition of the nature of the unsocial hours worked.”

*RFCA Regulations 2010, Chapter 15 Annex A*

1. **Performance and Development Report (PDR)**
	1. Will be required to undergo assessment annually and develop, in conjunction with their line manager, a training programme and developing personal objectives to be reported upon his/her performance twice a year by his/her Line Manager.
2. **Other Features**
3. This job description:
4. Should be discussed/read with the DCE at the time of receiving the Annual Staff Report.
5. May be reviewed in the light of changes during the period of the appointment and on change of incumbent.

I have read and understood my job description and mandate of responsibility.

Signed:

Post holder:

Dated:

Signed:

Line manager:

Dated:

1. Or B1 if applicant has passed their test after 1 January 1997 [↑](#footnote-ref-1)
2. Employment will be based upon the ability to achieve this clearance. [↑](#footnote-ref-2)