**ANNEX D TO**

**SI 7 – 2**

** DATED FEB 20**

**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

Appointment Details

1. Job Title: Cadet Administrative Assistant (CAA)
2. Job Grade: E1(AHW)
3. Department: 2 Coy / 3 Coy, Bedfordshire & Hertfordshire ACF
4. Reports to: Cadet Executive Officer (CEO)

**GENERAL**

1. The CAA is a full time employee of the RFCA and is responsible to the CEO for all administrative and G4 matters within his allocated Area/Detachment.
2. The CAA is required to join the ACF, and may be appointed to a commission as a Lieutenant (if selected by CFCB) or enrolled as an Adult Instructor at the discretion of the RFCA. If commissioned a CAA may only be promoted to the paid acting rank of Captain if they are carrying out additional voluntary duties in an ACF established post.

**RESPONSBILITES**

1. **Management of ACF Properties:**
2. RFCA Estate Management matters carried out in accordance with EA/RFCA/4003 Dtd 12 Jan 06.
3. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.
4. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHE(P) legislation and regulations and submit works services where necessary.
5. Co-ordinate access for contractors and monitor works on behalf of RFCA.
6. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.
7. **Stores Management and Accounting:**
8. Maintain records and accounts as directed by the CQM for:
9. Accommodation
10. Training stores and equipment
11. Fire safety equipment
12. Publications and manuals
13. Rations
14. Issue and account for all clothing and equipment on loan Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from cadets when they leave the ACF.
15. Inspect all stores and equipment issued to the Area HQ and each Detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary.
16. Make evening visits to Detachments as necessary to carry out duties and to advise and assist the Detachment staff to manage Detachment stores and equipment properly.
17. Assist the CQM to prepare weapons and any controlled stores for ECI,
18. Assist the CQM to prepare for LSI or other logistic inspections
19. **SHE(P) Management:**
20. Publish the Cadet Commandant’s annual SHE(P) policy statement at each area HQ and Detachment.
21. Provide, inspect and test Detachment fire safety and replace as necessary in accordance with the DFS(A) Fire Safety Management Plan.
22. Provide and publish Detachment Fire Orders and position fire exit signs in accordance with the DFS(A) Fire Safety Management Plan.
23. Ensure that each Detachment holds a monthly fire practice and maintains a record.

1. Arrange for portable electrical and electronic appliances to be tested as directed by RFCA.
2. Provide each Detachment with a first aid kit as supplied by the CQM and ensure that each Detachment operates the accident/incident reporting system as required by the CEO.
3. Liaise with any lodger unit or tenant concerning SHE(P) matters.
4. Ensure that the Detachment maintains a visitor’s log.
5. **Range Safety: (**For those Detachments with a miniature range)
6. Act as Range Officer and Provide, publish and annually review Range Orders.
7. Publish and revise annually, a list of authorised Range Conduct Officers for each range.

1. Provide and regularly inspect the Range Log at each range.
2. Attend range safety inspections arranged by Formation HQ and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.
3. **Security:**
4. Attend Area HQ and Detachment security inspections and reviews as arranged by formation HQ and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.
5. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with LANDSO 2901, that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
6. Monitor, on behalf of the CQM, the correct handling of security keys at Area HQ and Detachments.
7. **Cadet Training Away from the Detachment:**
8. Assist the Area/Detachment Commander by booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as authorised by the CEO/CQM.
9. Provide the necessary logistic support including messing and accommodation arrangements as required.
10. **Assistance to the CEO and AOs**:
11. Responsible for supporting the delivery of timely and accurate HR support to CFAV and Cadets alike.

1. Responsible for supporting the Fund Manager in running the sub-unit Cadet (Non-Public) Funds.
2. **Assistance to Detachment Commanders and CFAV:**
3. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
4. Ensure that each Detachment is issued with the correct publications and army forms.
5. Assist the Detachment to prepare documentation for the annual inspection.
6. Liaise with regular Army and Army Reserve Sponsor Units and the CTT for training support.
7. **Secondary Tasks**
8. Another other reasonable task as directed by the CEO.
9. **Personal Responsibility.** Administer and maintain responsibly any vehicle allocated for his or her use.
10. **All Hours Worked**
11. 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. **Special Requirements (qualifications, equipment skills etc):**
2. Essential
3. Previous stores/warehouse experience.
4. Be IT literate with particular experience in the use of MS Office applications.
5. Hold a current D+E Driving Licence and be a competent driver, including night driving etc.
6. Be physically fit as this job entails moving equipment and similar tasks.
7. Desirable
8. Previous military/civilian stores experience.
9. Qualified or be experienced in Health & Safety.
10. Qualified in Fire Safety procedures.
11. Hold an Ammunition Storemans qualification or be prepared to attend a course within 6 months.
12. First Aid at work qualified.
13. Knowledge of Military Security procedures.
14. Basic experience of Military Transport procedures.

**OTHER FEATURES**

1. **This job description**
2. Should be discussed/read with the Line Manager at the time of receiving the annual PDR Staff Report.
3. May be reviewed in the light of changes during the period of your 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: