**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

**Appointment Details**

1. Job Title: Cadet Administrative Assistant (Company)
2. Job Grade: E1
3. Department: Bedfordshire & Hertfordshire ACF
4. Reports to: Cadet Executive Officer- Bedfordshire & Hertfordshire ACF
5. General description of the Appointment: The CAA is a full-time employee of the RFCA and is responsible to the Cadet Executive Officer (CEO) for all administrative and G4 matters within their allocated Area/ Detachments.

**Overview**

1. EA RFCA is one of 13 RFCAs which provide support for Reserve Force and Cadet Units throughout the UK. Each RFCA has a volunteer membership of some 120 –150 and is served by a small, full time, salaried Secretariat and Army Cadet Force (ACF) Permanent Support Staff.
2. The RFCAs are represented nationally by the Council of RFCAs (CRFCA). The Chairman of each RFCA is a member of the Council, which employs a secretariat, who through the CRFCA Executive Board direct and coordinate the activities of the RFCAs. CRFCA is the single point of contact for all Ministry Of Defence (MOD), Defence Infrastructure Organisation (DIO) and Single Service stakeholders from whom the RFCAs are funded.
3. The main roles of RFCAs are:
4. Assistance and advice to the Defence Council.
5. Representation and advocacy of the Armed Forces (specifically the Reserves and Cadets).
6. Welfare and administration of the Reserves and Cadets.
7. Hard and soft facilities management for the Volunteer and Cadet Estate.
8. Personnel and financial management.
9. Indirect support to recruiting for the Army and the Army Reserves (and other Services as requested).
10. Marketing and publicity for the Reserves and the Cadets.
11. Employer Engagement and support.
12. Community Engagement.
13. The staffs of the RFCAs maintain close liaison with the relevant Royal Naval, Royal Marine, Army and Royal Air Force Headquarters and DIO to ensure effective coordination of supporting activities for the Reserve Forces and MOD sponsored cadet organisations.

**Primary duties**

Extracted from ACF Manual Para 1.6.2.5

1. The CAA is a full-time employee of the RFCA and is responsible to the CEO for all administrative and G4 matters within their allocated Area/Detachments.
2. As a condition of their employment CAAs must be a member of the ACF. They may be appointed as an AI with a rank up to SMI or may elect to go for a commission. If they do wish to apply for a commission then they are subject to the same procedures as all ACF CFAVs and are to apply to CFCB … or CFCB(Tfr) …. Commissioned CAAs may hold the maximum rank of Lt unless they either hold a CFAV role in the established rank of captain (and are qualified) or were promoted to captain, as a member of PSS, prior to 1 Aug 2009.

Management of ACF Properties

1. RFCA Estate Management matters carried out in accordance with EA/RFCA/4003 Dtd 12 Jan 06.
2. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.
3. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and submit works services where necessary.
4. Co-ordinate access for contractors and monitor works on behalf of RFCA.
5. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.

Stores Management and Accounting

1. Maintain records and accounts as directed by the Cadet Quartermaster (CQM) for:
2. Accommodation
3. Training stores and equipment
4. Fire safety equipment
5. Publications and manuals
6. Rations
7. 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.
8. 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.
9. 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.
10. Assist the CQM to prepare weapons and any controlled stores for ECI.
11. Assist the CQM to prepare for LSI or other logistic inspections.

SHEF Management

1. Publish the Cadet Commandant’s annual SHEF policy statement at each area HQ and Detachment.
2. Provide, inspect and test Detachment fire safety and replace as necessary in accordance with the DFS(A) Fire Safety Management Plan.
3. Provide and publish Detachment Fire Orders and position fire exit signs in accordance with the DFS(A) Fire Safety Management Plan.
4. Ensure that each Detachment holds a monthly fire practice and maintains a record.
5. Arrange for portable electrical and electronic appliances to be tested as directed by RFCA.
6. 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.
7. Liaise with any lodger unit or tenant concerning SHEF matters.
8. Ensure that the Detachment maintains a visitor’s log.

Range Safety (For those Detachments with a miniature range)

1. Act as Range Officer and Provide, publish and annually review Range Orders.
2. Publish and revise annually, a list of authorised Range Conduct Officers for each range.
3. Provide and regularly inspect the Range Log at each range.
4. Attend range safety inspections arranged by Formation HQ and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.

Security

1. 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.
2. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with LANDSO 2901, or any subsequent superseding legislation, 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.
3. Monitor, on behalf of the CQM, the correct handling of security keys at Area HQ and Detachments.

Cadet Training Away from the Detachment

1. 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.
2. Provide the necessary logistic support including messing and accommodation arrangements as required.

Assistance to the CEO and AOs

1. Responsible for supporting the delivery of timely and accurate HR support to CFAV and Cadets alike.
2. Responsible for supporting the Fund Manager in running the sub-unit Cadet (Non-Public) Funds.

Assistance to Detachment Commanders and CFAV

1. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
2. Ensure that each Detachment is issued with the correct publications and army forms.
3. Assist the Detachment to prepare documentation for the annual inspection.
4. Liaise with regular Army and Army Reserve Sponsor Units and the Cadet Training Team for training support.

Personal Responsibility

1. Administer and maintain responsibly any vehicle allocated for his or her use.

**Secondary duties**

1. Any other duties as directed by Line Manager which they can reasonably be expected to undertake.

**Training**

1. The post-holder is required to participate in all aspects of training and development, as identified in discussions with the Line Manager, to make use of all relevant opportunities for training that may improve the effectiveness and efficiency of their appointment.

**Reporting**

1. The Cadet Executive Officer of the County has Line Manager responsibilities for the Cadet Administrative Assistant (Company). The Countersigning Officer is the Deputy Chief Executive.

**Person Specification**

1. [Core Competencies required](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4potrait_2013-2017_v2d.pdf)
2. Setting Direction- Seeing the Big Picture- Level 1
3. Setting Direction- Changing and Improving- Level 1
4. Setting Direction- Making Effective Decisions- Level 1
5. Engaging People- Leading and Communicating- Level 1
6. Engaging People- Collaborating and Partnering- Level 1
7. Engaging People- Building Capability for All- Level 1
8. Delivering Results- Achieving Commercial Outcomes- Level 1
9. Delivering Results- Delivering Value for Money- Level 1
10. Delivering Results- Managing a Quality Service- Level 1
11. Delivering Results- Delivering at Pace- Level 1
12. Required skills/experience:
13. Qualification - Educated to GCSE level or equivalent.
14. Experience - Previous stores/ warehouse experience.
15. Computer literate (possessing a good working knowledge of current MS-Office applications) with demonstrable experience using management information systems.
16. A full driving licence is required.
17. Be physically fit as this job entails moving equipment and similar tasks.
18. This post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS) and to be SC Cleared through National Security Vetting.
19. Desired skills/experience
    1. Previous military/ civilian stores experience.
    2. Qualified or be experienced in Health & Safety.
    3. Qualified in Fire Safety procedures.
    4. Hold an Ammunition Storeman’s qualification or be prepared to attend a course within 6 months.
    5. First Aid at work qualified.
    6. Knowledge of Military Security procedures.
    7. Basic experience of Military Transport procedures.
20. Personal qualities & behaviours:
21. Confident and astute communication skills, with a high level of emotional intelligence and the ability to engage with individuals at all levels.
22. Proactive and self-motivated.
23. Keen to advance individual skills and personnel development.
24. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
25. A self-starter with a high degree of flexibility and adaptability. Excellent team-working ability.
26. An inquiring mind with an organised approach to engagement and information management and good attention to detail.

**All Hours Worked**

1. The Cadet Administrative Assistant (Company) 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. The formula takes into account the peaks and troughs of the workload and is based on average hours worked per week of: CEO 47.5 hours, CQM/CSO 46.5 hours, and CAA/ CSA 47 hours.”

RFCA Staff Regulations 2019, Chapter 15 Annex A

**Other requirements**

1. Whilst the role is based at the Company Headquarters, a high degree of travel across the Company area is expected.
2. The successful individual will need to comply at all times with RFCA health and safety policies and procedures, and data protection/ freedom of information requirements.

**Other Features**

1. This job description should be discussed/ read with the Line Manager at the time of receiving the Annual Staff Report.
2. The Job Description 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:

Name (Post holder):

Dated:

Signed:

Name (Line manager):

Dated: