**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

**Appointment Details**

1. Job Title: Administrative Officer 3
2. Job Grade: E1
3. Department: Bedfordshire & Hertfordshire ACF
4. Reports to: Cadet Executive Officer- Bedfordshire & Hertfordshire ACF
5. Contract: Fixed Term for 24 months. Looking to get it set as an established post.
6. General description of the Appointment: The Administrative Officer 3 (AO3) is a full-time employee of the RFCA at the ACF County HQ and works directly for the Cadet Executive Officer (CEO) who is their line manager. The AO3 provides administrative and clerical support to the ACF County as directed by the CEO and acts as office manager at County HQ. AO2 is my Office Manager.

**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**

1. The AO is a full-time employee of the RFCA at the ACF County HQ and works directly for the CEO who is their line manager. The AO provides administrative and clerical support to the ACF County as directed by the CEO. (Extracted from ACF Manual Para 1.6.3.1)
2. The AO is not bound by their terms of employment to attend any ACF training or activities including annual camp but may do so by arrangement with the CEO. The AO may choose to volunteer to serve in the ACF on the same terms as any other adult volunteer. (Extracted from ACF Manual Para 1.6.3.1)
3. Assist with processing new Cadet Force Cadets & Adult Volunteer paperwork as directed by the CEO.
4. To support the CEO with Cadet None Public Funds Account management.
5. To support the CQM with BAMS Cadet Training Area submissions.
6. To undertake local H&S & Fire Cascadian Duties as directed by the CEO.
7. Maintain files and day-to-day filing.
8. Assist with the management of all office equipment on issue to the County.
9. Assist with the upkeep and audit of training records and qualifications in conjunction with the training staff and produce routine and exceptional training returns from WESTMINSTER.

**Secondary duties**

1. Be familiar with and cover the responsibilities of AO1 & 2 in particular JPA and WESTMINSTER.
2. 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 Administrative Officer 3. The Countersigning Officer is the Deputy Chief Executive.

**Person Specification**

1. [Civil Service Behaviours required (Success Profile)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf)
2. Seeing the Big Picture- Level 1
3. Changing and Improving- Level 1
4. Making Effective Decisions- Level 1
5. Leadership- Level 1
6. Communicating and Influencing- Level 1
7. Working Together- Level 1
8. Developing Self and Others- Level 1
9. Managing a Quality Service- Level 1
10. Delivering at Pace- Level 1
11. Required skills/experience:
12. Qualification/ Experience - Passes at GCSE Standard Grades or equivalent in five subjects at C Grade or above, including English, or acceptable alternative academic achievements or relevant clerical experience.
13. Computer literate (possessing a good working knowledge of current MS-Office applications) with demonstrable experience using management information systems. Comfortable utilising internet research tools including the retrieval of statistics for further analysis and presentation.
14. Good telephone manner and awareness of confidentiality.
15. Able to operate all office machinery including telephone switchboard.
16. 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.
17. Desired skills/experience:
18. A full driving licence.
19. Personal qualities & behaviours:
20. Confident and astute communication skills, with a high level of emotional intelligence and the ability to engage with individuals at all levels.
21. Proactive and self-motivated.
22. Keen to advance individual skills and personnel development.
23. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
24. A self-starter with a high degree of flexibility and adaptability. Excellent team-working ability.
25. An inquiring mind with an organised approach to engagement and information management and good attention to detail.

**Other requirements**

1. Attendance at Annual Camp in a civilian capacity, if not as an Adult member of the ACF, is desirable.
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.