



WESSEX RESERVE FORCES AND CADETS ASSOCIATION

JOB DESCRIPTION – CADET EXECUTIVE OFFICER

Job Title: Cadet Executive Officer
Reporting To: Deputy Chief Executive

General

1. The CEO is a senior employee of the RFCA and reports to the Deputy Chief Executive, who is the Line Manager. In matters of organisation, administration, security and health and safety at work, the CEO is responsible to Wessex RFCA. The CEO will abide by the provisions set out in the extant RFCA Staff Instructions for both himself and his staff.
2. The CEO is the professional advisor to the Cadet Commandant (ACF), working full time to support him in the execution of his duties.
3. A CEO shall, as a condition of employment, volunteer to serve in the ACF on taking up his appointment. He will hold the paid acting rank of Major within the authorised establishment of the appropriate ACF.
4. The CEO is responsible for the day to day administration of the County ACF in which he is supported by a Cadet Quartermaster (CQM) and a number of Cadet Administrative Assistants (CAAs), each of whom is normally responsible for the administration of a group of detachments, and clerical staff.

Responsibilities

5. The responsibilities of the CEO for the organisation and administration of the ACF within the County include:
 - a. Annual Camps.
 - b. The system organisation, testing and recording the ACF Army Proficiency Certificate (APC) in accordance with regulations.
 - c. The collation of all statistical information and returns for internal and external management control including the control and allocation of Paid Training Days.
 - d. The implementation of policy and the maintenance of standards laid down for citizenship, chaplaincy, medical services, DoE, adventurous training, other challenging activities and attendance on courses.
 - e. The administration of appointment, vetting, training and posting of all ACF officers and adult instructors (AIs).
 - f. The documentation in support of the preparation and convening of ACF officers Commissioning Boards.
 - g. The administration aspects of raising, inspecting and disbanding detachments.
 - h. The welfare of adults and cadets whilst involved in ACF activities, including Safeguarding.

Duties

6. The duties of the CEO within the County ACF HQ are to include:
 - a. The general management of the permanent support staff including annual appraisals and supporting their training and development objectives.
 - b. Financial management of Public and Non-Public funds including supervision and arrangements for audit of Non-Public funds down to detachment level.

- c. The duties of Establishment Security Officer (E Sy O) as defined by LANDSO 2901 and as such responsibility for all aspects of security in conjunction with the appropriate formation HQ.
 - d. The implementation and administration of statutory regulations affecting the ACF including the Childrens Act, Health and Safety at Work Regulations, the Food Safety Act, Works Regulations and the regulations laid down in this Manual. Act as the principal Safeguarding Officer.
 - e. The preparation of the annual management plan and associated reports.
7. The CEO may undertake the following duties as directed by the RFCA Deputy Chief Executive:
- a. Attendance at RFCA meetings and Secretary duties for local committees as required including the JSCC.
 - b. Public relations for the ACF within the County.
 - c. Liaison as required with:
 - (1) Local formation HQ staffs and Regular (including CTTs) and TA units in the County on training matters.
 - (2) The Affiliated Formation Commander (AFC) and his staff on ACF matters.
 - (3) Civil authorities, other cadet forces, youth organisations and education committees, schools, police etc, Outreach.
 - (4) ACFA

Personnel Duties

- 8. a. To discuss and agree personal training and development objectives with the line manager.
- b. To ensure that the staff and work functions of the CEOs working area comply with statutory requirements and are undertaken in accordance with current Health and Safety Records legislation.

Additional Duties

- 9. a. Regimental duties as directed by the Cadet Commandant (ACF).
- b. Administrative arrangements for sport, both military and non-military.
- c. All other reasonable tasks, duties and activities as directed by the Deputy Chief Executive, Wessex RFCA.
- d. The CEO may normally be expected to work from the ACF County Headquarters, but in addition may be detached to remote sites for periods of time. Additionally, in the execution of his duties, he may be required to serve at locations where ACF detachments, camps and activities occur.