



Job Title: Cadet Administrative Assistant (CAA) Bristol and the Channel Islands Army Cadet Force (ACF)

Job Grade: E1 (AHW)

Department: County Professional Support Staff (PSS)

Reporting to: Bristol Cadet Quartermaster (CQM)

ROLE SPECIFICATION

Area	Task Description
Estates & Facilities	Act as Site Assurance Adviser for those elements of RFCA-managed ACF & Joint Cadet Estate within the assigned geographic area of responsibility, leading on the production and periodic review of Risk Assessments pertaining to “Safe Place” within those sites and facilitating contractor access as required, implementing and controlling the ‘4Cs’ process.
	Maintain routine Estates Health Surveillance within those managed sites, raising and monitoring Works Services Requests, in response to identified faults, damages, deficiencies, security risks or as a consequence of Statutory & Mandatory Inspection & Testing (SMIT) findings. All managed sites are to be visited on at least a weekly basis.
	Maintain the Unit SMIT register, as it pertains to those elements of the Cadet Estate on charge, in a timely and accurate fashion and in accordance with direction from CQM.
	Act as Range Administrator for those ranges within the County area for which Bristol ACF acts as Range Administering Unit, including: facilitating routine MOD Audit & Inspection activity; maintaining range use records; and providing range infrastructure briefs to users.
	Supporting the CQM, act as Wx RFCA’s local agent for oversight of any private lettings of those elements of the Cadet Estate on charge, under the ‘Alternative Venues’ scheme.
Security	Act as the Local Area Security Officer as it relates to the geographical area of their responsibility, advising on all relevant aspects of security, focussing in particular on the movement and storage of Weapons, Ordnance, Munitions & Explosives (OME).
	Act as Area Armourer, assisting in the managing the County Armskote and those Arms Chests on charge to the Detachments, controlling, in conjunction with the CEO/CQM, who is permitted access to these facilities.
	Store, manage & issue Accountable Documents and any Protectively Marked Materiel on charge to the County, in accordance with policy and direction from the CEO/CQM.
Administration	Provide routine support to the ACF Company Headquarters by way of mail handling, information management, reprographics and stationery provision.
	Oversee the cadet enrolment and termination processes within the ACF Company, assisting Detachment Commanders with creating new cadet records on WESTMINSTER ¹ (WM) and archiving the same for departing cadets.
	Be prepared to raise and/or create WM personnel reports in response to requests for information from the ACF Company Headquarters staff.
Logistics	Act as Accountant and Storekeeper for the ACF Company’s logistics stores holdings and maintain stores registers for ACF Detachment-allocated publicly-funded materiel.
	Raise Equipment Failure Reports (EFR) and/or Loss Reports (LOSSREP) as required, for all faults, damages or deficiencies identified with equipment on charge to the ACF Company and its Detachments, in accordance with policy and direction from CQM.
	Manage Defence clothing across the ACF Company in liaison with the Cadet Stores Assistant, including initial issue to new cadets, exchanges for CFAVs and cadets and withdrawal from departing CFAVs and cadets.
	Manage and issue ammunition and pyrotechnic natures that may be periodically on charge to the ACF Company, in accordance with policy and direction from the CEO and CQM.

¹ Cadet Forces Secure HR IT System.

	Be prepared to deploy in logistic support of ACF residential activity, e.g. Summer Camps and weekend training, as directed by the CEO.
Transport	Act as Area Fleet Manager for those RFCA vehicles and trailers assigned to the ACF Company, assisting with the booking of routine servicing, MOT and repairs as necessary and maintaining vehicle and driver records.
	Assist with the bookings for additional transport support for the ACF County/Company, through County HQ transport booking cell or, where required, via Private Hire.
Management & Communications	Attend the ACF County Headquarters for up to a minimum of one day per week, during working hours, and attend routine PSS management meetings as directed by the CEO/CQM. If not at County HQ they are to be deployed at their Detachments or other nominated place of work.
	Attend ACF Company Headquarters management meetings, normally on not more than one evening per month, as a standing commitment.
	Attend ACF Detachments within their area at least once a month (usually in the evenings) to assist the Detachment Staff in the management of the Detachment, this will include conducting stock checks, uniform issues and collections, equipment care inspections and other identified routine checks.
	Supported by CEO and CQM, act as the ACF Company Commander's principal adviser on enabling function policy issues (logistics, transport, facilities, HR, SHE&SD, administration).
	Supporting the CEO and CQM, submit Reports & Returns (R2) in a timely manner, maintaining shared online databases as required and contribute to the MOD-mandated assurance and checking regimes pertinent to the logistics, range management, equipment, SHE&SD and security functions.
	Foster and develop strong links and manage expectations and relationships with external facilities providers (e.g. schools, local government bodies and landowners) whose property is occupied, or from time-to-time used, by elements of the ACF Company.

PERSON SPECIFICATION

Cadet Administrative Assistant (CAA), Supporting Bristol and Channel Islands Army Cadet Force (ACF)

Criteria	Standard	Need*	Measure*
Experience	Facilities Management experience, ideally within a public sector setting.	HD	A/R
	Supply Chain Management experience, ideally within a public sector setting.	E	A/R
	Prior military experience, ideally having held a minimum of OR7 rank (Staff Sergeant or equivalent) within the Regular or Reserve Armed Forces.	HD	A/R
	Prior employment in a 'first line' Defence logistics management role, e.g. RQMS, MTWO, CQMS (or tri-service / MOD Civil Service equivalent).	HD	A/R
	Experience as a Cadet Force Adult Volunteer (CFAV).	D	A/R
	Experience in a Safety, Health, Environment & Sustainable Development (SHE&SD) role.	HD	A/R
	Experience, voluntary or otherwise, in a youth-focussed organisation.	D	A/I
	Literate and numerate to at least Level 2 standard.	E	A/I
	IT literate including familiarity and comfort with Microsoft Office applications.	E	A/I
	A confident communicator, with excellent briefing and inter-personal skills.	E	I/R
	Strong analytical and problem-solving skills combined with the capacity to multi-task at pace.	E	I/R
Qualifications²	Full UK driving licence in Category B.	E	A/E
	Full UK driving licence in Categories B+E, D1, D1+E.	HD	A/E
	Literate and numerate to at least Level 2 standard/GCSEs in English and Maths A*-C.	E	A/E
	Qualified or professionally accredited in the SHE&SD field, e.g. IOSH or NEBOSH.	D	A/E
	Holds UK Security Vetting to 'Security Clearance' (SC) level ³	D	A/E
	Full UK driving licence in Categories C1, C1+E, C, C+E.	D	A/E
	Authorised Representative (Road) and/or Dangerous Goods Consignor qualified.	D	A/E
	Defence Transport Manager / Operator qualified.	D	A/E
	Unit Ammunition Storekeeper qualified.	D	A/E
	Unit Fire Warden / Unit Fire Safety Manager qualified.	D	A/E
	Unit Environmental Health / Force Protection / Waste Manager qualified.	D	A/E
	First Aid at Work (FAW) qualified.	D	A/E
Portable Appliance Testing (PAT) qualified.	D	A/E	
Knowledge	Familiar with MOD policies and standards pertaining to security, especially concerning the management of Ordnance, Munitions & Explosives (OME).	HD	A/I
	Familiar with MOD policies and standards pertaining to Transport Management.	HD	A/I
	Familiar with MOD policies and standards pertaining to Range Safety Management.	HD	A/I
	Familiar with MOD policies and standards pertaining to Assurance & Inspection across the support functions.	HD	A/I
Personal Attributes	A self-starter, comfortable working autonomously without recourse to direct supervision.	E	I/R
	A strong team player, comfortable both leading or following as the situation dictates.	E	I/R
	A pace-setter, capable and credible as a role model for cadets and CFAVs.	E	I/R
	Able to cope with the physical demands of the position.	E	I/R

² For qualifications listed as 'Desirable', opportunities may exist for the successful applicant to acquire and/or renew these once in post.

³ SC Vetting is a condition of employment, but while it is highly desirable that the successful applicant already possesses this, it is not a pre-requisite and may be acquired on take up employment.

	Honest and reliable with a strong work ethic.	E	R
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Need: E = Essential; HD = Highly Desirable, D = Desirable

Measure: A = Application Form/CV; I = Interview; R = References; E = Evidence⁴
