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**JOB DESCRIPTION (as at February 2025)**

**Post:** Cadet Executive Officer – Bristol and the Channel Islands Army Cadet Force

**Department:** Bristol and the Channel Islands Army Cadet Force

**Grade:** C2 (All Hours Worked)

**Reporting To:** Deputy Chief Executive

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**General**

1. The Cadet Executive Officer (CEO) is a C2 Grade Crown Servant and a senior full-time civilian employee of Wessex Reserve Forces' and Cadets' Association (RFCA) (Wx RFCA).
2. The CEO 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 themselves and their staff.
3. The CEO is the professional advisor to the Army Cadet Force (ACF) Commandant, working to support them in the administration of the ACF.
4. The CEO is responsible for the day-to-day administration of, and logistic and infrastructure support to, the County ACF in which he/she is supported by a Cadet Quartermaster (CQM), a Cadet Stores Assistant (CSA) and a number of Cadet Administrative Assistants (CAAs), each of whom is normally responsible for the administration of a group of detachments across the county. The CEO is supported by two full time Administrative Officers.
5. The CEO is on an All Hours Worked (AHW) Contract that recognises the requirement for additional hours to be worked in the evenings and at weekends and is based on an average working week of 42.5 hours (not including lunch breaks).

**Main Activities/Tasks**

6. The general management and discipline of the professional support staff including annual appraisals, leave, sickness absence and supporting their training and development objectives.
7. Financial management advice on Public and Non-Public funds to the Commandant, including supervision and arrangements for audit of Non-Public funds down to detachment level. Facilitate the scrutiny and audit of county funds. Running county ACF non-public accounts is the responsibility of the ACF Commandant with assistance from the CEO. The CEO is responsible for managing a service fund account dealing with public funds.
8. The duties as Safeguarding Lead for the County. The details below are not exhaustive but provide the outline:
  - a. Advise the Commandant on Safeguarding matters.

- b. Provide advice to Cadet Force Adult Volunteers (CFAVs).
  - c. Provide the Safeguarding induction briefings to all new CFAVs, Professional Support Staff (PSS), Non-Uniformed Volunteers and Service Helpers.
  - d. Deliver the Annual Safeguarding Brief to CFAVs, Professional Support Staff (PSS) and Service Helpers or support the Commandant in doing so (this may be delegated to Company Commanders at the Commandant's discretion).
  - e. Ensure that any disclosure contained within a D&BS Certificate of a potential CFAV, is assessed and accepted by the Army Cadet Safeguarding Hub before entry into the ACF is approved.
  - f. Receive disclosures regarding Safeguarding incidents and inform the appropriate authorities of the disclosure (Local Authority Designated Officer/Social Services/Police) at the earliest possible opportunity.
  - g. Complete and submit Incident Reports to the appropriate Regional Point of Command (RPOC).
  - h. Advise the Commandant, with regards to suspension (without prejudice) of any CFAV for which a disclosure is received.
  - i. Once the external agencies, including the Police, have completed their investigations, ensure that an investigation is undertaken into the circumstances surrounding the disclosure if no criminal prosecution takes place.
  - j. As required, attend Multi-agency Safeguarding Hubs or allegation management meetings and assist with common assessment framework work.
  - k. In addition to ensuring that appropriate safeguarding training is kept in date, the CEO should also attend, where appropriate, any available training provided by the local authorities, RFCA or the Army.
9. The implementation and administration of statutory regulations including the Children's Act 2004 (or devolved equivalents), Health and Safety at Work regulations, the Food Safety Act, Works Regulations and ACF Regulations.
10. The duties of Establishment Security Officer (E SyO) as defined by LANDSO 2901, responsible for the aspects of security as directed by Headquarters South West (HQ SW).
11. Coordination of the Annual ACF inspection Regime and preparation of associated documentation.
12. Organisation and administration of the ACF within the county including:
- a. Supporting the Commandant in the planning, delivery and execution of annual camp.
  - b. The overall supervision of the Westminster IT system within the County; the system provides a record for all ACF personnel (adults and cadets) including training and qualifications.
  - c. The collation of statistical information and returns for internal and external management control, including control and allocation of volunteer allowance.
  - d. Administering the appointment, vetting and posting/discharge of all Adult Instructors.
  - e. Supporting the Commandant in the processing and submission of ACF Officers' Army Cadet Commissioning Board (ACCB) documentation.

- f. All day-to-day activities at the County Cadet Training Centre.
- g. Raising, disbanding and inspection of ACF detachments.

13. Attendance at Wessex RFCA meetings as required and act as Secretary for local committees, such as the County Joint Services Cadet Committee (JSCC), as directed by DCE Wessex RFCA.

### **Health and Safety**

14. The main Health and Safety responsibilities are:

- a. In close liaison with the County Commandant and Cadet Quartermaster (the nominated Unit Safety Officer) monitor the functional control of County Health and Safety Policy and procedures throughout the areas of responsibility in the delivery of the 'safe place', specifically where areas are managed, controlled or owned by RFCA.
- b. Understand and promote the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
- c. Comply with the unit's SHE and Fire Policy as directed by the County Commandant, providing Health and Safety advice to the Commandant and Cadet Quartermaster as required.
- d. Co-ordinate the investigation of all reportable accidents, dangerous occurrences and any other unusual or potentially hazardous incidents that are notified ensuring that all relevant information, copies of hazard reporting forms, accident reports etc. are forwarded to HQSW and Wx RFCA.
- e. Co-operate and liaise with the Heads of Establishment (where appropriate) in respect to occupiers liability and persons in control of premises, to ensure all occupied parts of buildings - including shared areas such as corridors, stairways, entrances etc. are maintained to a satisfactory standard and do not present a foreseeable risk of injury to staff, contractors or visiting personnel.

### **Liaison**

15. Liaison as required with the following:

- a. Other County staffs, including within other RFCAs.
- b. Headquarters Regional Command, RPOC staff and both Regular and Army Reserve Units (including the relevant Regional Cadet Training Team).
- c. Affiliated commanders and staff on ACF matters.
- d. Civil authorities, other cadet forces, youth organisations and education committees.
- e. The Army Cadet Charitable Trust (ACCT) UK.
- f. County Lord Lieutenant and/or his/her Officers.

### **Additional Duties**

16. This includes but is not limited to the following:

- a. As a condition of employment, a CEO shall also obtain and retain a commission in the rank of Major with the ACF.

b. When required, will attend annual and weekend camps and courses (in accordance with RFCA Staff Regulations).

### **Performance and Development Reports (PDR)**

17. The CEO will be assessed and reported upon his/her performance twice a year by his/her Line Manager with input by the County Commandant.

18. He/she will be required to assess and write PDRs, as Line Manager, on the CQM and AOs within the County, and countersign the reports of the CSA and CAAs.

19. He/she will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (D&BS) check.

20. He/she will be required to sign annually and comply with the Security Operating Procedures (SyOps) for the use of the Wx RFCA Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

### **General**

21. Any other task within the broad remit of this role which may be reasonably required, including, but not limited to, ad hoc analysis and one-off reports.

22. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.

23. 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 duties, the CEO may be required to work at locations where ACF detachments, camps and activities occur.

24. The Success Profile Framework is used to attract and retain talent. The post selection will be undertaken on behaviour-based questions and technical/essential skills based questions. [Success Profiles \(opens in a new window\)](#). The Behaviours for this post are:

**Behaviours** ([Success Profiles - Civil Service Behaviours](#)).

- Seeing the Bigger Picture
- Leadership
- Collaborating & Partnering
- Communicating and Influencing
- Working Together
- Delivering at Pace

**WESSEX RFCA  
PERSON SPECIFICATION – CADET EXECUTIVE OFFICER BRISTOL ACF**

<b>Criteria</b>	<b>Standard</b>	<b>Requirement</b>	<b>Measured By</b>
<b>Work Experience</b>	Previous service in the Armed Services	D	A
	Line management of staff in a civilian work environment	E	A/I
	Experience in the field of security management	E	A/I
	Administration	D	A
	Health and Safety Manager/Experience	D	A/I
<b>Knowledge</b>	Experience of financial planning and budget management	E	A/I
	Practical bookkeeping and experience of fund management, including accounting audit systems	E	A/I
	Good knowledge of the military system from a chain of command and staff perspective	D	A/I
	Understand the volunteer ethos and Cadet Force(s) in general	D	A/I
	Able to demonstrate an awareness of child safety and general child safeguarding.	E	A/I
	Knowledge of child protection procedures	D	A/I
	Experience and understanding of Safety, Health and Environmental and Sustainable Development (SHE&SD)	D	A/I
	Understanding and experience of Data Protection requirements (GDPR/DPA)	E	A/I
<b>Skills</b>	IT literate and the ability to use Microsoft Word, PowerPoint and Excel with the ability to learn and use bespoke Management information Systems (MIS)	E	A/I
	Ability to communicate clearly in writing and orally to the chain of command/management to include voluntary personnel and other stakeholders	E	A/I
	Ability to build good working relationships	E	A/I
	Ability to manage a significant workload and prioritise commitments without close supervision	E	A/I
	Ability to produce accurate work to tight deadlines and under pressure	D	A/I
<b>Qualifications</b>	Service Funds Accounts (or equivalent)	D	A
	Driving Licence (Cat B or above)	E	A
<b>Attitude</b>	Positive attitude, with a flexible approach to work	E	I
	Empathetic, having the ability to deal with a wide variety of circumstances within a youth voluntary organisation	E	I
	A self-motivated positive and highly organised individual	E	I
	Honest and reliable with a strong work ethic	E	I
	Willingness to work evening and weekends <sup>1</sup>	E	I

<b>Key *</b>	
Requirement:	E = Essential. D = Desirable.
Measured By:	A = Application. I = Interview. R = References.

<sup>1</sup> To include a period of 14 days on a residential annual camp.