

**WESSEX RESERVE FORCES' AND CADETS' ASSOCIATIONS
JOB DESCRIPTION – CADET ADMINISTRATIVE ASSISTANT**

Background

1. The Reserve Forces' and Cadets' Associations (RFCAs) are central government bodies with Crown status, each with their own schemes of association, drawn up in accordance with Defence Council regulations, under the Reserve Forces Act 1996 (RFA 96). The RFCAs are arm's-length bodies (ALB) of the Ministry of Defence (MOD). The Council of RFCAs (CRFCA) constituted by the 13 individual RFCAs provides central coordination and the corporate focus to enable the Associations to fulfil the requirements of their customers, within resources. The CRFCA gives advice and assistance to the Defence Council and to the Royal Navy, the Army and the Royal Air Force on matters that concern Reserve Forces and cadets.

Job Description

2. Appointment details.

- a. **Job title:** Cadet Administrative Assistant (CAA), supporting J Company, Somerset ACF
- b. **Job grade:** E1 Grade (AHW)
- c. **Reports to:** Quartermaster Somerset ACF
- d. **Location:** The Drill Hall, Furnham Road, Chard TA20 1AE, and Jellalabad House, Mount Street, Taunton, TA1 3QE

General Description of the Role

3. The CAA is part of a small team of Professional Support Staff (PSS), and is responsible for the day-to-day administration of, and logistic and infrastructure support to, the ACF Company in which he/she supports.
4. The CAA 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 hours (not including lunch breaks).

5. Principal Areas of Accountability, Tasks and Duties

a. Estates and 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.
- Act as Range Administrator for those ranges within the County area for which Somerset 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

b. Security

- Act as Area Armourer, managing the Company Headquarters Armskote and those Arms Chests on charge to the Detachments, controlling, in conjunction with the CEO, 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.

c. Administration

- Provide routine clerical support to the ACF Company Headquarters by way of mail handling, information management, reprographics and stationery provision.
- Manage the cadet enrolment and termination processes within the ACF Company, creating new cadet records on WESTMINSTER (WM), Cadet Forces Secure HR IT System, 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.

d. 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, 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.
- Be prepared to deploy in logistic support of ACF residential activity, e.g. Summer Camps and weekend training, as directed by the CEO

e. Transport

- Act as Area Fleet Manager for those RFCA vehicles and trailers assigned to the ACF Company, including booking of routine servicing, MOT and repairs as necessary and maintaining vehicle and driver records.
- Make and manage bookings for additional transport support for the ACF Company, through Bn HQ transport booking cell or, where required, via Private Hire.
- Fulfil the role of MyDrive administrator for their designated ACF Company.

f. Management and Communications

- Attend the ACF County Headquarters for up to a day per week, during working hours, and attend routine PSS management meetings as directed by the CEO.
- Attend ACF Company Headquarters management meetings, normally on not more than one evening per week, as a standing commitment.

- 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.

6. **Staff Management Responsibilities.** None.

7. **Budgetary Responsibilities.** None.

Success Profile

8. **Technical Skills and Qualifications.**

a. **Essential.**

- Full UK driving licence in Category B.
- Literate and numerate to at least Level 2 standard/GCSEs in English and Maths A*-C.
- High level of attention to detail to ensure accuracy and quality in all tasks.
- A self-starter, comfortable working autonomously without recourse to direct supervision.
- A strong team player, comfortable both leading or following as the situation dictates.
- Able to cope with the physical demands of the position.

b. **Desirable.**

- Qualified or professionally accredited in the SHE&SD field, e.g. IOSH or NEBOSH.
- Authorised Representative (Road) and/or Dangerous Goods Consignor qualified.
- Unit Ammunition Storekeeper qualified.
- Unit Environmental Health / Force Protection / Waste Manager qualified.
- First Aid at Work (FAW) qualified

9. **Experience.**

a. **Essential.**

- Facilities Management experience, ideally within a public sector setting
- Supply Chain Management experience, ideally within a public sector setting
Competent in the use of MS Office applications.
- A confident communicator, with excellent briefing and inter-personal skills.
- IT literate including familiarity and comfort with Microsoft Office applications.
- Strong analytical and problem-solving skills combined with the capacity to multi-task at pace.

b. **Desirable**

- Prior military experience, ideally having held a minimum of OR7 rank (Staff Sergeant or equivalent) within the Regular or Reserve Armed Forces.
- Experience in a Safety, Health, Environment & Sustainable Development (SHE&SD) role
- Understanding of working with volunteers and the volunteer ethos.

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

- Managing a quality service

- Communicating and influencing
- Changing and improving
- Delivering at pace

11. **Additional Requirements**

The job holder is required to comply with the RFCAs' Code of Conduct and to avoid any conduct which discriminates against colleagues, potential employees or contractors on the grounds of any protected characteristics, as identified by the Equality Act 2010.

The job holder will be required to undergo BPSS as a minimum.

The job holder may be requested to undertake additional or other activities of a similar nature to those within this job description, which fall within the capabilities and which are commensurate with the grade.