



Job Description

Job Title: Cadet Administrative Assistant (Logistic Support)

Job Grade: E1 (AHW)

Department: Professional Support Staff (PSS)

Reporting to: Cadet Executive Officer (CEO)

Overall Purpose of Job

1. The Cadet Administrative Assistant (Logistic Support) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for the West Midland Reserve Forces & Cadets Association (WM-RFCA). The CAA is a member of the Professional Support Staff (PSS) which provide essential administrative and logistic support to the Army Cadet Force (ACF)
2. The CAA is responsible to the CEO for the administrative and logistic support to the Company HQ and the detachments within that Company area, supported as needed by the other members of the PSS and as directed by the CEO.
3. Day to day management of the CAA is undertaken by the Cadet Quartermaster (CQM).

Main Activities/Tasks

Management of ACF Properties

4. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.
5. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and submit works services where necessary.
6. Co-ordinate access for contractors and monitor works services on behalf of RFCA;
7. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.



Stores Management and Accounting

8. Maintain records for each Detachment, within allocated Company area, and account periodically as directed by the CQM for
 - a. Accommodation stores;
 - b. Training stores and equipment;
 - c. Fire safety equipment;
 - d. Publications and manuals.
9. Issue and account for all clothing and equipment on loan to Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from cadets when they leave the ACF.
10. Inspect all stores and equipment issued to the Company HQ and each Detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary.
11. Make evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment properly.
12. Assist the CQM to prepare weapons and any controlled stores for Land Equipment Assurance (LEA) Inspections and Logistical Support Assurance Inspection (LSAI).

SHEF Management

13. Publish the Cadet Commandant's annual SHEF policy statement at the Company HQ and each Detachment.
14. Provide, inspect and test Detachment Fire Orders and position fire exit signs in accordance with the DFRMO Fire Safety Management Plan.
15. Ensure that each Detachment holds a monthly fire practice and maintains a record and induction training is being conducted and recorded.
16. Arrange for portable electrical and electronic appliances to be tested as directed by the RFCA.
17. Provide each Detachment with a first aid kit as supplied by the CQM and ensure that each Detachment operates the accident/incident reporting system as required by the CEO.
18. Liaise with any lodger unit or tenant concerning SHEF matters.
19. Ensure that each Detachment maintains a visitors' log.



Range Safety (for those Detachments with a miniature range)

20. Act as Range Custodian Officer and provide, publish and annually review Range Orders.
21. Publish, and revise annually, a list of authorised Range Conduct Officers for each range.
22. Provide and regularly inspect the Range Log at each range on a monthly basis.
23. Attend range safety inspections arranged by Formation HQ and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.

Security

24. Attend Company HQ and Detachment security inspections and reviews as arranged by Formation HQ and action any subsequent reports.
25. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with the relevant ACSO, that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
26. Monitor, on behalf of the CQM, the correct handling of security keys at Company HQ and Detachments.

Cadet Training Away for the Detachment

27. Assist the Company Commander/Detachment Commander by assisting when required in booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as authorised by the CEO/CQM.
28. Provide the necessary logistic support including messing and accommodation arrangements as directed by the CQM.

Assistance to Detachment Commanders and Adult Instructors

29. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
30. Ensure that each Detachment is issued with the correct publications and army forms.
31. Assist the Detachment to prepare documentation for the annual inspection.
32. Liaise with Regular and Reserve Army Sponsor Units and the Cadet Training Team for training support.



Competences Required for the Post

33. **Essential Competences.**

- a. Logistics experience, including stores accounting and supply matters;
- b. Familiar with all aspects of military logistic accounts
- c. Intermediate Computer Literacy including Microsoft Office and excel applications.
- c. Have good communication, numeric and interpersonal skills.
- d. Ability to work autonomously and as part of the PSS team;
- e. Be in good health due to the physical nature of the position;
- f. Clean Driving Licence.

34. **Desirable Competences.**

- a. Understanding of the military system, possibly with a service background;
- b. Flexibility, multi task, ability to analyse and problem solve.
- c. Understanding of Westminster

Additional Duties

35. This includes but is not limited to:

- as a condition of employment the CAA is required to serve in the Army Cadet Force, at an appropriate rank within the establishment of the relevant ACF Sector;
- as required, by the CEO will attend annual and weekend camps and courses.

Health & Safety at Work

36. Must take reasonable care for health and safety of themselves, and of other persons who may be affected by their acts or omissions while at work. They will also be responsible for the health, safety and welfare of subordinate staff (if with managerial duties).

37. Report all known area site-specific H&S and environmental issues back to the site's 4Cs Duty Holder, ensuring both the CEO WM RFCA surveyors are aware.

Environmental Responsibilities

38. Monitor all waste generated through the areas under control through formal inspection and ensure that all supervisors of annual camp and weekend training centres are aware of the need to protect the environment



Performance and Development Report (PDR)

39. Will be required to be assessed and reported upon their performance twice a year by their Line Manager.

Security

40. Will be required to undergo a Security Clearance (SC) in accordance with the Association Security Requirements. Disclosures may affect your appointment to the job.

41. Will be required to comply with and sign annually, the Security Operating Procedure (SyOps) for the use of the Association Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT System.

General

42. Will be required to undertake an Enhanced Disclosure and Barring Service (DBS) certificate previously known as a Criminal Records Bureau (CRB) check as the role includes working with young people. Disclosures may affect your appointment to the job.

43. Must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under their control.

44. 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.

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