



## **West Midlands Reserve Forces' & Cadets' Association Cadet Administrative Officer**

**Job title:** Cadet Administrative Officer (CAO)  
**Grade:** D Grade  
**Reporting to:** SO2 Cadets Branch, 11<sup>th</sup> Signal & West Midlands Brigade  
**Countersigning:** Deputy Chief Executive, WM RFCA

### **General**

The SO3 Cadets (CAO) reports to the SO2 Cadets in the Cadet Branch, Headquarters 11<sup>th</sup> Signal & West Midlands Brigade. The Branch supports, directs and guides all of the Army Cadet and School Combined Cadet Forces across the West Midlands.

### **Principal Objectives and Tasks**

- Deputise for the SO2 Cadets within Brigade HQ Cadet Branch as required.
- Support SO2 Cadets with the delivery of the Combined Cadet Force (CCF) within Brigade Area of Responsibility (AOR) and specifically the delivery of the Cadet Expansion Programme within the West Midlands.
- Assist SO2 Cadets in the promulgation and implementation of MOD and Army cadet policy to the Army Cadet Force (ACF) and CCF, including interpretation of specific policy and regulation in terms of how it affects Cadet Force Adult Volunteers.
- Act as the Regional Point of Command (RPOC) Cadet Branch Assistant Designated Output Manager with responsibility for resource allocation and consumption against authorised cadet activity. Provide detailed spend analysis to SO2 Cadets and Command group as necessary at the end of each accounting period.
- Be the designated RPOC Westminster (Cadet Management Information System) Subject Matter Expert (following training). Advising on system changes and training requirements including assessing and organising Brigade training needs as required.
- Support the SO2 Cadets in RPOC Cadet Focal Point duties. These include
  - Governance
  - Adult Volunteer Disclosure and Vetting Processing
  - Child Safeguarding
  - Cadet Establishments
  - Cadet Camps and training events including , overseas training to include arranging diplomatic clearance

- Transport matters
  - Cadet unit inspections,
  - Adult Volunteer remuneration and allowances
  - Selection of CCF (Army) Officers and adult Instructors and through service management to include promotions, resignations, transfers, updating qualifications and military ID card issues.
- Regular engagement with Brigade Command Group, Counties and CCF Contingents as required. This will include attending meetings on occasions and may require overnight stays.

### **Competencies and Attributes:**

#### **Essential**

- Managing a Quality Service. \*
- Delivering value for money. \*
- Leading and Communicating. \*
- Delivering Value for Money.
- Collaborating and Partnering.
- Working Knowledge of Microsoft Office.
- Team Player.

#### **Desirable**

- Changing and Improving.\*
- Building Capability for all.\*
- Seeing the Big Picture.\*

\*See Civil Service Competency framework

<https://www.gov.uk/government/publications/civil-service-competency-framework>