



West Midlands Reserve Forces & Cadets Association

Job Description

Job Title: Cadet Executive Officer (CEO) **Pay Band:** C2 (AHW)

Post Holder:

Department: Warwickshire and West Midlands (south sector) Army Cadet Force – known as ‘the County’

Line Manager: Deputy Chief Executive WM RFCA

General Description:

1. The CEO is a senior employee of the Association and as such is the professional adviser to the ACF Cadet Commandant, working full time to support them in the execution of their duties as defined in the ACF Regulations.
2. The CEO shall, as a condition of employment, be required to serve in the ACF on taking up their appointment. They will hold the paid acting rank of Major within the authorised establishment of the appropriate ACF and be entitled to receive up to 28 days per annum at ACF rates of remuneration.
3. The CEO is responsible for the day-to-day administration of the County in which they are supported by a number of Permanent Staff Members.
4. In matters of organisation, administration and SHEF, the CEO is responsible to the Chief Executive WM RFCA.

General Responsibilities:

5. The responsibilities of the CEO for the organisation and administration of the ACF within the County include:

- a. Management of RFCA Permanent Staff.
- b. Implementation of and compliance with legislation and regulations for all matters relating to security, SHEF and duty of care towards children.
- c. Management of public and non-public funds.
- d. Control and management of ACF property and MOD provided weapons, ammunition, vehicles, equipment and stores.
- e. General administration of the ACF at County level.
- f. The provision of staff support and professional advice to the Cadet Commandant.

Detailed Responsibilities:

6. Management of Permanent Staff:

- a. Supervise the work of the Permanent Staff, ensure the provision of any necessary training, and appraise, advise and report on performance as directed by RFCA regulations.
- b. As line manager, attend to any Permanent Staff disciplinary, welfare and administrative matters.

7. Legislation and Regulations:

- a. Implement and ensure compliance with any legislation affecting the ACF and regulations issued by HQ Regional Command (RC), RFCA and the Army Cadet Force Association (AFCA) regarding SHEF matters and the duty of care towards children.
- b. Act as County Security Officer and ensure compliance with the regulations contained in LANDSO 2901. Liaise with HQ 11th Sig & WM Bde, coordinate mandatory security surveys and act on their reports.
- c. Act as Designated Cadet Safeguarding Officer – appropriate training will be provided if required.
- d. Produce and maintain County SOPs as appropriate.

8. Management of Public and Non-Public Funds:

- a. Manage budgets as allocated in conjunction with West Midland RFCA and HQ 11 Sig & WM Bde including ACF remuneration and allowances.
- b. Manage any non-public funds implemented at County level and prepare the accounts for annual audit.
- c. Supervise and control any non-public funds implemented at Area and Detachment level and ensure that appropriate audits are made annually.

9. Control and Management of Property and Equipment:

- a. Direct the County Quartermaster on the management of vehicles, weapons, ammunition, equipment, stores and clothing and ensure that external checks and inspections are conducted in accordance with regulations and that resultant reports are acted on.
- b. Direct and supervise the Cadet Administrative Assistants on the management and maintenance of properties and ranges including security and SHEF matters, and ensure that mandatory range inspections are conducted in accordance with regulations and that resultant reports are acted on.
- c. Ensure site risk assessments are prepared and reviewed annually for all ACF properties.

10. General Administration:

- a. Implement a management plan to record and report all cadet training and activity achievements and all adult training and qualifications.
- b. Arrange the required course attendance by adults and senior cadets.
- c. Maintain the personal and training records of officers and Adult Instructors (AI).
- d. Manage the administration of the enrolment, appointment, promotion and discharge of officers and AI and the commissioning procedure for potential officers.
- e. Administer annual camp.
- f. Direct and supervise the Permanent Staff in the provision of logistic support to cadet training including annual camp.

- g. Provide the focal point for the day-to-day administration of the ACF at County level and liaise as necessary with the Army Chain of Command, RFCA, ACFA, Regular Army and Army Reserve affiliated and sponsor units, local authority and service agencies and other youth organisations.
- h. Administer the opening of new Detachments and the closure of failing Detachments in accordance with the instructions contained in the ACF Regulations.
- i. Supervise the Admin Staff in their clerical duties and the detailed management of County HQ.
- j. Attend and/or provide secretarial support to meetings as directed by the Chief Executive, WM RFCA.

11. Staff Support and Advice to the Cadet Commandant:

- a. Provide professional advice to the Commandant on all matters pertaining to the ACF as appropriate.
- b. Assist the Commandant in the career management, welfare and discipline of the officers and AIs.
- c. Assist the Commandant in the submission of recommendations for honours and awards.
- d. Support the Commandant in the compilation of required reports and returns as necessary.

Additional Responsibilities:

12. In addition to his other responsibilities, the CEO may, when directed by the Chief Executive WM RFCA:

- a. Provide safe training advice to the Commandant and County Training Officer when no Training Safety Advisor is appointed.
- b. Act as the County SHEF Officer when no other officer is appointed in that role.
- c. Assist the Commandant in PR matters within the County when no other officer is appointed in that role.