

Job Description

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| Title Cadet Stores Assistant (CSA) | Grade E1(AHW) |
| Department Army Cadet Force (ACF) | Reporting to CEO through CQM |

General Description:

Managing the full range of equipment & stores to support ACF Counties at HQ/CTC and in detachments.

Specific Responsibilities/Duties:

1. Receive all materiel, check against documentation for quantity and quality, and bring to account.
2. Maintain stock book for receipts and issues, and all other relevant paperwork as per Materiel Regulations.
3. Operate the WESTMINSTER stores package.
4. Prepare paper work for disposal, write offs, issues and receipt.
5. Condition returned stores for cleanliness, repair and general serviceability.
6. Submit demands for replenishment.
7. Prepare stores for issue for weekend training and county events.
8. Prepare uniforms for issue.
9. Carry out deliveries and collections to\from outside agencies eg: workshops, tailors.
10. Prepare accounts for inspections.
11. Dispose of packaging in line with waste management policy.
12. Maintain stores areas and keep in a tidy condition.
13. Stand in for the CQM as and when required.
14. Operate JAMES equipment care system.
15. Maintain the Cadet Training Centre at Nesscliff

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

This includes but is not limited to:

- as a condition of employment the CSA 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 the CSA will attend annual and weekend camps and courses.

Person Specification

| Serial | Competence | Essential | Desirable | Evaluation | Comments |
|--------|--|-----------|-----------|------------|-------------------------------|
| 1 | Previous stores/warehouse experience. | ✓ | | AF | |
| 2 | Have strong IT skills, particularly Microsoft Word and Excel but with the ability to learn and use bespoke Management Information Systems (MIS). | ✓ | | AF / I | MIS training will be provided |
| 3 | Good communication, numeric and interpersonal skills. | ✓ | | AF / I | |
| 4 | A self-starter, highly organised and a team player with the ability to work effectively without close supervision. | ✓ | | AF / I | |
| 5 | A flexible attitude to output driven work requirements | ✓ | | AF / I | |
| 6 | Hold a current Cat B driving licence | ✓ | | AF / I | |
| 7 | Previous military stores experience | | ✓ | | |
| 8 | Previous military experience | | ✓ | AF / I | |
| 9 | Qualified or relevant experience in Health and Safety matters. | | ✓ | AF / I | |
| 10 | Fire NCO trained. | | ✓ | AF/I | |
| 11 | First Aid at Work Qualified. | | ✓ | EI | |
| 12 | Hold a current Cat D1 and D1&E driving licence. | | ✓ | AF / I | |

AF – Application Form, I – Interview, PA – Practical Assessment, EI – Evidence provided at Interview