

West Midland Reserve Forces & Cadets Association (RFCA)

Chief Executive

Job Description



Appointment Details

Job Title: Chief Executive (CE)

Pay Band: Civil Service Grade 6/Grade B1

Department: West Midland RFCA Head Office

Reports to: West Midland RFCA Chair and Board

Job Purpose: Responsible for the leadership and efficient management of staff, business outputs and affairs of the Association.

Job Location: Tennal Grange, Tennal Road, Harborne, Birmingham B32 2HX

1. Overview

a. **The Reserve Forces & Cadets Associations.** West Midland RFCA is one of 13 RFCAs which provide support for Reserve Forces and Cadet units throughout the UK. Each RFCA has a volunteer membership of some 120 –180 and is served by a small, full-time, salaried executive and Professional Support Staff supporting each Army Cadet Force (ACF) county. It has a volunteer Board under a Chair. The roles of the RFCAs are explained at Annex A.

b. **Region.** The West Midland RFCA region comprises the six counties of Herefordshire, Shropshire, Staffordshire, Warwickshire, West Midlands, and Worcestershire.

c. **General Description of the CE Role.** The West Midland RFCA CE is responsible to the Chair of the Board for the efficient management of staff, business outputs and affairs of the Association - in accordance with the policies laid down by the Ministry of Defence (MOD), the Council of RFCAs (CRFCA), the Association and its Management Board - and for supporting and sustaining the volunteer membership. All RFCA activity is aimed at delivering excellent support to Reserves and Cadets.

2. **Accountability.** The CE is accountable to the Chair and Association Board for:

a. The effective delivery of all RFCA business outputs in line with MOD and Navy/Army/Air-Force Service Level Agreements (SLA).

b. The efficient management of all people, financial and material resources.

c. Ensuring that the RFCA operates in accordance with its own Health and Safety policies. This includes periodic reporting.

d. Acting as the Association's Accounting Officer as per the CE CRFCA letter of delegation ensuring the observance of strict propriety and probity in the handling of public funds.

3. Duties.

- a. Member of the WM RFCA Board and act as its secretary (as such advise Board members on their roles, responsibilities and on all key lines of development, especially transformation, and act on their direction).
- b. Advise the Chair on all Association matters, at both regional and national level.
- c. Member of the CRFCA Executive Board.
- d. Member of any CRFCA committees as tasked by CE CRFCA.
- e. Member of the West Midlands Military Education Committee (WMMEC).
- f. Ex-officio trustee and secretary of the Bilston and Lichfield Drill Hall Trust.

4. Tasks - General

- a. Produce an annual Board approved management plan, to ensure customer KPIs (in SLAs) and internal objectives and targets are met.
- b. Budgetary control and expenditure of funds provided by funders through CRFCA. Such funds are provided in the form of Grant-in-Aid and Grants.
- c. Oversee the Annual Budgetary Cycle (ABC) Financial Planning Round by preparing and submitting bids to CRFCA.
- d. Oversee the composition of the association membership in line with the Scheme of Association.
- e. Maintain a vibrant, inclusive, diverse and effective regional network of volunteer members and contacts that supports the Association in delivering its outputs, in particular engagement.
- f. Convene boards, meetings and other committees where required, providing detailed reports covering respective outputs and ensuring appropriate minutes or record of decisions are maintained.

5. Tasks – Output Related

- a. Oversee the efficient management, maintenance and development of the Reserve and Cadet estate (the volunteer estate (VE)) in line with funding.
- b. Maximise opportunity in generating income from the sub-letting of properties managed by the Association (irreducible spare capacity).
- c. Oversee and drive an engagement strategy and plan for regional employer engagement and employer support, and wider (community) engagement.
- d. Promote community engagement between the Armed Forces and Cadets and the community and youth organisations within the region.

- e. Through engagement and other means, stimulate the environment for the recruitment and retention of Reservists and promote Cadet opportunities as part of the wider youth agenda.
- f. Foster close and continuous co-operation with the Services in the region, including all Regular and Reserve organisations and the Cadet Forces including the CCFs.
- g. Liaise with a wide range of private and public bodies including the Lieutenancies, Local Government, other authorities and the wider community.
- h. Represent and advocate on behalf of the Association with a wide range of Service and Civil Authorities, and civilian bodies.
- i. Attend meetings and conferences regionally and nationally as required, with both service and civilian bodies.

6. Tasks - People and Line Management

- a. As an authorised Crown Servant employer, maintain, recruit and administer and manage the executive staff of the Association and the Professional Support Staff for the County ACF HQs in the region. Be guided by the CRFCA Pay and Personnel Committee and in accordance with the RFCA Constitution and Staff Regulations 2019.
- b. Act as line manager for all Heads of Department:
 - Head of Operations, People, Cadets and Youth – SEO/Grade C1
 - Head of Estates – Grade 7/Grade B2
 - Head of Engagement - SEO/Grade C1
 - Head of Finance - HEO/Grade C2
 - Head of Alternative Venues Operations – HEO/Grade C2 equivalent
 - Act as Counter-Signing Officer for other staff as required and agreed with Direct Reports as above.
- c. Ensure that delegated line management responsibilities are effectively discharged.
- d. **Reporting.** The CE reports to the Association Chair. As such the Chair has Line Manager Responsibilities for the CE. There is no separate Countersigning Officer, although the views of the President are reflected in the Annual Performance and Development Report.

Person Specification

7. Civil Service Behaviours required (Success Profile).¹

- a. Seeing the Big Picture - Level 4
- b. Changing and Improving - Level 4
- c. Making Effective Decisions - Level 4

¹ [Success Profiles - Civil Service Behaviours \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

- d. Leadership - Level 4
- e. Communicating and Influencing - Level 4
- f. Working Together - Level 4
- g. Developing Self and Others - Level 4
- h. Managing a Quality Service - Level 4
- i. Delivering at Pace - Level 4

8. Required skills/experience.

- a. Qualification - preferably educated to degree level or equivalent.
- b. Experience - should have command and staff experience at military major unit level, or been in similar leadership, managerial, organisational and senior administrative roles in a civilian organisation. Experience of serving with the Reserve Forces or Cadets is desirable.
- c. Computer literate (possessing a good working knowledge of current MS-Office applications) with demonstrable experience using management information systems. Comfortable utilising internet research tools including the retrieval of statistics for further analysis and presentation.
- d. A full driving licence is required.
- e. This post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS) and to be Security Check cleared through National Security Vetting.

9. Personal qualities & behaviours.

- a. Confident with demonstrable communication skills, and the ability to engage with individuals at all levels.
- b. Proactive, self-motivated, adaptable.
- c. Keen to advance individual skills and personal development.
- d. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
- e. Excellent team-player and compassionate leader.
- f. An inquiring mind with an organised approach to engagement and information management and good attention to detail.

Other Requirements.

10.

- a. While the role is Birmingham (Harborne) based, a substantial amount of travel across the region, and beyond on occasions, is expected.
- b. Comply at all times with RFCA health and safety policies, staff regulations and procedures, and data protection/freedom of information requirements.
- c. Regular evening and weekend working, which will be compensated with Time off in Lieu (TOIL) or overtime payments.
- d. Comply with the RFCA's Code of Conduct and avoid any behavior which discriminates against colleagues, potential employees or contractors on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

11. This job description:

- a. Should be discussed/read with the line manager at the time of receiving the Annual Performance & Development Report.
- b. May be reviewed in the light of changes during the period of your appointment and on change of incumbent.

Because of the changing nature of the business, the job description will inevitably change from time to time. You may be required to undertake other activities of a similar nature that fall within your capabilities and are commensurate with your grade.

Roles of the Thirteen RFCAs

1. The 13 regional RFCAs are represented nationally by the Council of RFCAs (CRFCA). The Chair of each RFCA is a member of the Council, which employs a secretariat, who, through the CRFCA Board, advise and coordinate the activities of the RFCAs. CRFCA is the single point of contact for all MOD, Defence Infrastructure Organisation (DIO) and Single Service stakeholders by whom the RFCAs are funded.
2. The main roles of RFCAs are to:
 - a. Provide assistance and advice to the Defence Council.
 - b. Provide representation and advocacy of the Armed Forces (specifically the Reserves) and the MOD-sponsored Cadet movement.
 - c. Provide hard and soft facilities management for the Reserve Forces and Cadets estate (known as the Volunteer Estate).
 - d. Provide personnel and financial management.
 - e. Provide indirect support to recruiting for the Regular and Reserve Forces and for Cadet Force Adult Volunteers.
 - f. Conduct marketing and publicity for the Reserves and the Cadets.
 - g. Conduct employer engagement and support.
 - h. Conduct wider community engagement.
3. The staff of the RFCAs maintain close liaison with the relevant Royal Navy (RN), Royal Marine (RM), Army and Royal Air Force (RAF) Headquarters and the DIO to ensure effective coordination of supporting activities for the Reserve Forces and MOD-sponsored cadet organisations.
4. The CE holds, on behalf of both the Association and the Secretary of State, freehold land and properties. This power is incorporated into the Scheme of Association made by the Defence Council, as the Association is a body corporate with a Common Seal.