



West Midlands Reserve Forces & Cadets Association (RFCA)

County Administrative Officer

Job Description

West Midlands RFCA Administrative Officer

1. **Job title:** Full-time Administrative Officer

2. **Line Manager:** Cadet Executive Officer

3. **Grade:** Crown Servant Band E1

4. **General:**

The Administrative Officer (AO) is an employee of the West Midlands Reserve Forces and Cadets Association (WM RFCA) at Warwickshire & West Midlands (South Sector) Army Cadet Force (ACF) County Headquarters (HQ) and works directly for the Cadet Executive Officer (CEO), who is his or her line manager. The AO provides administrative, clerical and IT support to the County, as directed by the CEO.

5. **ACF Training:**

The AO is not bound by his or her terms of employment to attend any ACF training or activities including annual camp, but may do so by arrangement with the CEO. The AO may choose to volunteer to serve in the ACF on the same terms as any other Cadet Force Adult Volunteer (CFAV). Terms and Conditions of Service will be made available on request.

6. **Responsibilities:**

The core task of the AO is the operation and maintenance of the County's part of the National Cadet Force's Database (Westminster), which involves the:

- a. Collation and recording of all required statistical information and results.
- b. Inputting of personal data (including course results etc).
- c. Booking of all courses for cadets and CFAVs, both locally and nationally.
- d. Inputting all personnel returns for county events.
- e. Corresponding by email, letter and telephone with outside agencies and CFAVs.
- f. Any other IT requirements as delegated by the CEO.

7. **General Duties:**

General duties will consist of:

- a. Manning the telephone and handling of routine enquiries.
- b. Assisting with maintaining the County HQ files.
- c. Assisting with managing the incoming and outgoing correspondence.

8. **Clerical Administration:**

The AO is required to assist the CEO and Office staff, in any administrative or clerical task consistent with his or her grade. Clerical administration support to the CEO specifically includes:

- a. Handling Cadet and adult personnel administration matters and routine correspondence as appropriate.
- b. Assisting with the detailed clerical procedures for Cadet awards and certificates of achievement.
- c. Computer related skills currently working on Microsoft Office and any other Association IT software
- d. Plus any other reasonable request commensurate with the grade.