

**RESERVE FORCES' AND CADETS' ASSOCIATION FOR THE**  
**NORTH WEST OF ENGLAND AND THE ISLE OF MAN**

**JOB DESCRIPTION**

**Job Title:** Cadet Administrative Assistant (CAA) Crown Servant  
**Grade:** E1 – All Hours Worked (AHW)  
**Department:** Cumbria Army Cadet Force  
**Line Manager:** Cadet Executive Officer (CEO) (Grade 2)  
**Countersigning Officer:** Deputy Chief Executive – NW RFCA (Grade C1)

**General**

1. The CAA is a full time employee of the RFCA and is responsible to the CEO for all administrative and G4 matters within his allocated Area/Detachments.
2. As a condition of employment, the successful candidate will be required to become a member of Cumbria Army Cadet Force and attend various camps throughout the year (such as Easter and Summer Camps). The incumbent will be remunerated with an Army Cadet Force (ACF) Voluntary Allowance for training as well as expenses for their ACF activities.
3. Cumbria Army Cadet Force is made up of the following
  - 1 x Cadet Executive Officer (CEO)
  - 1 x Cadet Quarter Master (CQM)
  - 3 x Cadet Administrative Assistant (CAA)
  - 1 x Cadet Stores Assistants (CSA)
  - 2 x Administrative Officers (AO)
4. The contract for this position is on an All Hours Worked (AHW) basis working an average of 42 hours per week over a 17 week period (this includes hours worked in the evenings and at weekends on a routine basis as directed by the line manager). Due to the requirements of the contract, evening work is an essential part of this role; (this is included as part of the All Hours Worked) therefore the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Cumbria ACF HQ.

**Specific Responsibilities/Duties:**

5. **Management of ACF Properties:**
  - a. Accompany the RFCA Surveyor on any initial site risk assessment and annual reviews of buildings and external areas.

- b. Conduct monthly internal and external inspection of building fabric, fixtures fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and submit works services where necessary.
- c. Co-ordinate access for contractors and monitor works services on behalf of RFCA.
- d. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.
- e. Carry out Energy Warden training and act as Energy Warden for Detachments.
- f. Manage the energy usage within Detachments and provide monthly meter readings to County HQ.

6. **Stores Management and Accounting:**

- a. Maintain records for each Detachment and account periodically as directed by the CQM for:
  - (1) Accommodation Stores.
  - (2) Training Stores and equipment.
  - (3) Fire Safety Equipment.
  - (4) Publications and manuals.
- b. Issue and account for all clothing and equipment on loan to Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from cadets when they leave the ACF.
- c. Inspect all stores and equipment issued to the Area HQ and each Detachment on a period basis as directed by the CQM and make provision for replacements as necessary
- d. Make evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment properly.
- e. Assist the CQM to prepare weapons and any controlled Stores.

7. **SHEF Management:**

- a. Publish the Cadet Commandant's annual SHEF policy statement at each Area HQ and Detachment.
- b. Provide and test Detachment fire safety equipment and replace as necessary in accordance with the DFS(A) Fire Safety Management Plan.

- c. Provide and publish Detachment Fire Orders and position fire exit signs in accordance with the DFS(A) Fire Safety Management Plan.
- d. Ensure that each Detachment holds a monthly fire practice and maintains a record.
- e. Monitor the testing of portable electrical and electronic appliances by RFCA; advise the CQM of any issues.
- f. Provide each Detachment with a first aid kit as supplied by the CQM and ensure that each Detachment operates the accident/incident reporting systems as required by the CEO.
- g. Liaise with any lodger unit or tenant concerning SHEF matters.
- h. Ensure that each Detachment maintains a visitors' log.

8. **Range Safety:** (For those Detachments with a miniature range)

- a. Act as Range Officer and provide, publish and annually review Range Orders.
- b. Publish and revise annually, a list of authorised Range Conduct Officers for each range.
- c. Provide and regularly inspect the Range Log at each range.
- d. Attend range safety inspections arranged by Formation HQ and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.

9. **Security:**

- a. Attend Area HQ and Detachment security and reviews as arranged by Formation HQ and action any subsequent reports.
- b. Ensure the secure storage of weapons at each armoury or Detachment arms store in accordance with JSP 440, that secure arrangements are made to transport weapons to training, and that proper records for arms checks, issues and receipts are kept.
- c. Monitor, on behalf of the CQM, the correct handling of security keys at Area HQ and Detachments.

10. **Cadet Training Away from the Detachment:**

- a. As required, assist the Area/Detachment Commander by booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as authorised by the CEO/CQM.
- b. Provide the necessary logistic support including messing and accommodation arrangements as required.

11. **Assistance to Detachment Commanders and AIs:**

- a. To provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
- b. Ensure that each Detachment is issued with the correct publications and army forms.
- c. Assist the Detachment to prepare documentation for the annual inspection.
- d. Liaise with Regular Army and TA Sponsor Units and the CTT for training support.

12. **Personal Responsibility:**

- a. **Vehicles.** Administer and maintain responsibly any vehicle allocated for his or her use.
- b. **Training and Development.** CAA's are required to participate in all aspects of training and development, as identified in discussion with the first Reporting Officer, to make use of all relevant learning opportunities that may improve the effectiveness and efficiency of the job.

13. **Main Stores.** To support the CSA in the maintenance and preparation of the County Stores. To assist the CSA in preparing Stores for activities and the recovery/checking of the stores on completion of the activity.

14. **Fire Warden:**

- a. Be Fire Warden trained and act as the County Fire Warden.
- b. Assist the Fire Safety Manager in all Fire Safety duties.

15. **Ammunition.**

- a. Deputise for the CQM as Ammunition Storeman when required.
- b. Prepare Ammunition movement paperwork for training activities and back-loading as directed by the CQM.
- c. Be the County Ammunition Authorised Representative.
- d. Weigh all returns of ammunition brass and annotate on issuing paperwork for the CQM. Prepare brass for back-loading as directed by the CQM.

16. **Other Features of the Job**

- a. To cover for the other CAA's during periods of absence.

- b. To assist in any G4 tasks as allocated by the CQM.
- c. Be prepared to carry out other duties commensurate with the competencies held and the grade of this post, as directed by the CEO.
- d. This job description should be discussed/reviewed with the CEO at the time of receiving the annual Personal Development Report (PDR).
- e. This job description may be reviewed in light of changes during the period of appointment and on the change of incumbent/post holder.

## PERSON SPECIFICATION – CADET ADMIN ASSISTANT – CUMBRIA ACF

Serial	Competence	Essential	Desirable	Evaluation
1	Must have some experience in the management and supervision of Buildings and their upkeep, such as the identification and reporting of faults, collecting meter readings etc.	√		AF/I
2	When tasked, must be able to work unsupervised but maintain reporting chain to CEO.	√		AF/I
3	IT literacy – Must be proficient in working with Microsoft Word, Excel and internet Data Bases	√		AF/I
4	Must hold a Current Driving Licence and be able to self-drive	√		AF//E
5	Must be able to handle routine email correspondence with parents, HQNW and outside agencies	√		AF/I
6	Must have a confident and affable telephone manner when dealing with parents, outside agencies and military HQs.		√	AF/I
7	Must be proficient with office administrative duties	√		AF/I
8	Must be team orientated and able to work in a small team		√	AF/I
9	Ammunition Storeman and Authorised Representative trained		√	AF/I
10	Fire Warden Trained		√	AF/I

AF – Application Form

I - Interview

E – Evidence must be provided

### **Personal Qualities:**

- a. Keen to advance individual skills and personal development.
- b. Ability to priorities tasks and time manage effectively with recognition of where influence and authority lies and its impact on account activity.

c. A self-starter with high degree of flexibility and adaptability. Excellent team-working ability.

An inquiring mind with an organised approach to engagement and information management and good attention to detail.

**Signature of line manager.**

**Date** May 19

**Name:** Major S Matthews

**Signature of post holder**

**Date**

**Name**

May 2019