

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

JOB DESCRIPTION

**CADET EXECUTIVE OFFICER
CHESHIRE ARMY CADET FORCE**

Job Title: Cadet Executive Officer (CEO)

Grade: Grade C2 (All Hours Worked (AHW) Contract)

Department: Cheshire Army Cadet Force – Professional Support Staff (PSS)

Line Manager: Deputy Chief Executive (DCE) NW RFCA (Grade C1)

Countersigning Officer: Chief Executive (CE) NW RFCA (Grade B2)

GENERAL

1. The Cadet Executive Officer (CEO) is a Crown Servant and a full-time civilian employee of the Reserve Forces' & Cadets' Association for the North West of England & Isle of Man (NW RFCA). The CEO holds the Cadet Force Commission in the rank of Major.

2. The CEO is also the professional adviser to the Commandant of Cheshire ACF, assisting them to carry out their responsibilities (as defined in the ACF Regulations 2019 – and as updated). The CEO must acquaint themselves with the Service Level Agreement between HQ Army and Council of RFCAs, as this tasks the outputs required in support of the Army Cadet Force.

3. The CEO is responsible for the day-to-day administration of the Headquarters and Cadet Training Centre of Cheshire ACF and is made up of the following staff:

- 1 x Cadet Executive Officer (CEO) (Grade C2) (AHW)
- 1 x Cadet Quarter Master (CQM) (Grade D) (AHW)
- 3 x Cadet Administrative Assistant (CAA) (Grade E1) (AHW)
- 1 x Cadet Stores Assistants (CSA) (Grade E1) (AHW)
- 2 x Administrative Officers (AO) (Grade E1)

4. The CEO is responsible to the Deputy Chief Executive (DCE) who is the Line Manager and to the Chief Executive (CE) as the Counter Signing Officer, for all matters of organisation, administration, security, and Health and Safety at work.

5. The CEO is on an All Hours Worked (AHW) contract working an average of 42.5 hours per week over a rolling 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. AHW staff do not receive overtime but

are to manage the peaks and troughs of their available working hours in accordance with Governments Working Time Regulations. Due to the nature of the work, the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Cheshire ACF HQ.

OVERVIEW

6. The CEO is responsible for the organisation and administration of Cheshire ACF including:

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

7. The CEO is the Establishment Security Officer (ESyO) as defined by LCSO 2004 Part 4, responsible for the aspects of security as directed by Army HQ NW as the Regional Point of Contact.

8. The CEO will implement all relevant regulations and legislation.

9. The CEO will seek to optimise the county organisational structures and deliver effective administration.

10. The CEO is responsible for the administration of Cheshire ACF including:

- a. Supporting the Commandant in the planning, delivery and execution of the administration for the annual camp.
- b. The overall supervision of the Westminster IT system within the County/Sector/Battalion Headquarters.
- c. The collation of statistical information and returns for internal and external management control, including control and allocation of volunteer allowance.
- d. Supporting the Commandant in the appointment, vetting and posting of all cadet Officers and Adult Instructors.

e. The preparation of documentation in support of ACF Officers Commissions Boards, including the pre CFCB and all CFCB Westbury paperwork.

f. Supporting the raising, disbanding and inspection of detachments.

11. The CEO will attend Regional Command (CEOs Conference), Army HQ NW and NW RFCA associated meetings and events as required and act as Secretary for local committees as directed by the DCE NW RFCA.

12. The CEO will support the Commandant in providing support to the welfare of cadets and adults when on Cadet activities.

PRINCIPAL AREAS OF ACCOUNTABILITY, TASKS & RESPONSIBILITIES

13. **Designated Cadet Safeguarding Officer (DCSO) Duties.** The details below are not exhaustive but provide the outline of the duties performed by the CEO Cheshire ACF the DCSO:

a. Advise the Commandant Cheshire ACF on Safeguarding matters.

b. Provide advice to Cheshire ACF Cadet Force Adult Volunteers (CFAVs) on Safe guarding matters.

c. Be prepared to provide the Safeguarding induction briefings to all new CFAVs and Professional Support Staff (PSS).

d. Be prepared to deliver the Annual Safeguarding Brief to CFAVs or support the Commandant in doing so (this may be delegated to Company Commanders at the Commandant's discretion).

e. Ensure that any disclosure contained within a DBS Certificate (an Amber DBS), of a potential CFAV, is correctly staffed and passed to the Nominating Authority (DCE, NW RFCA) for subsequent decision on suitability of individual as a CFAV.

f. Manage any disclosure in accordance with the ACF Safeguarding Regulations. Receive disclosures regarding Safeguarding incidents and inform the appropriate authorities of the disclosure (LADO/Social Services/Police) at the earliest possible opportunity.

g. Complete any necessary Incident Reports to Army HQ NW (RPOC).

h. Liaise with the Commandant regarding the possible suspension (without prejudice) of any CFAV for which a disclosure is received.

i. Ensure that the CFAVs Westminster account is suspended.

j. Nominate an appropriate link with the suspended CFAV.

k. Once the external agencies, including the Police, have completed their investigations advise the Commandant of the requirement, if relevant, of an internal investigation surrounding the disclosure if no criminal prosecution takes place.

l. As required attend Multi-agency Safeguarding Hubs and assist with common assessment framework work.

m. Once all administrative action is completed, a referral is to be made to the *DBS*, in accordance with their procedures.

14. The CEO should ensure that they are fully conversant with the appropriate Safeguarding points of contact within their area of responsibility.

15. In addition to ensuring that the appropriate DSO training is kept in date the CEO should also attend, where appropriate, any available training provided by the local authorities or chain of command.

16. **Health and Safety (H&S).** The main H&S responsibilities for the CEO Cheshire ACF are to:

a. Ensure the delivery of Cheshire ACF H&S Policy and procedures relating to ACF activities throughout the areas of responsibility in the delivery of the 'safe place' on behalf of the Defence Duty Holder.

b. Understand the requirements of the H&S at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.

c. Establish and approve safe systems of work for staff under control and periodically monitor and review those procedures to ensure they remain relevant and valid.

d. Identify the SHEF training needs of individuals or groups under control.

17. **Liaison.** Liaison as required with the following:

a. County/Sector/Battalion staff within other RFCAs.

b. Army HQ NW staff (including the Cadet Training Team) and Regular/Reserve Units

c. Affiliated Commanders and staff on ACF matters.

d. Civil authorities, other cadet forces, youth organisations and education committees.

e. The Army Cadet Force Association – based in London.

18. **Performance and Development Reports (PDR).** The CEO will be assessed and reported upon his/her performance twice a year by the DCE & CE with input from the Commandant Cheshire ACF.

19. The CEO will be required to assess and write PDRs, as Line Manager, on the CQM, CSA, CAAs and AOs within Cheshire ACF.

20. **Security.** The CEO will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

21. The CEO will comply with the Security Operating Procedures (SyOps) for the use of the NW RFCA Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

22. **General Data Protection Requirements.** The CEO will be the Information Asset Owner for Cheshire ACF.

23. **Management of Public and Non-Public Funds.** The CEO will:

a. Manage budgets as allocated in conjunction with NW RFCA and Army HQ NW including ACF.

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 Company level and ensure that appropriate audits are made annually

24. **Control and Management of Property and Equipment.** The CEO must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control and will:

a. Direct the CQM 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 CAAs 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.

Additional Duties

25. These include but are not limited to the following:

a. As a condition of employment, the CEO Cheshire ACF shall be granted and retain a cadet commission (Major) within the ACF.

b. As an officer in the ACF and when in uniform, will provide support the Commandant in line with the duties reflected in this JD.

c. Will attend annual and weekend camps and courses (in accordance with RFCA Staff Regulations).

d. Be prepared to use their own car (when no pool car is available), for which a travel allowance will be admissible when on duty in accordance with RFCA Regulations (home to place of work is not an entitlement).

e. Act as the Cheshire ACF point of contact for the Government Legal Department.

f. Undertake any other task within the broad remit of this role which may be reasonably required, including, but not limited to, ad hoc analysis and one-off reports.

g. Provide safe training advice to the Commandant and County Training Officer when no TSA is appointed.

h. Act as the County SHEF Officer when no other Officer is appointed in that role.

i. Assist the Commandant in PR matters within the County when no other Officer is appointed in that role.

26. Attendance at Annual Camp as an Officer in the ACF is mandatory.

27. Be prepared to carry out other duties commensurate with the competencies held and the grade of the post as directed by the DCE/CE.

28. This JD may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.

Employee Name:

Signature: _____

Date: _____

Line Manager

Signature _____

Date _____

PERSON SPECIFICATION – CADET EXECUTIVE OFFICER CHESHIRE ACF

Serial	Competence	Essential	Desirable	Evaluation
1	Self-Starter, highly organized and a team player with the ability to work effectively without close supervision.	√		
2	Able to demonstrate effective communication and interpersonal skills.	√		
3	A flexible attitude to output driven work requirements.	√		
4	Understand the volunteer ethos and the cadet forces.		√	
5	Experience of managing staff in a civilian work environment.	√		
6	Willingness to work evenings and weekends.	√		
7	Experience of financial planning and budget management and able to demonstrate strong numerical ability.	√		
8	Be able to demonstrate a thorough understanding of the MS Office suite and in particular Excel, with the ability to learn and use bespoke Management Information Systems (MIS).	√		
9	Full Driving Licence and able to self-drive.	√		
10	Practical bookkeeping ability and the experience of managing non-public funds		√	
11	Experience of working with children and young people.	√		
12	Experience of monitoring and control of materiel and resources.	√		
13	Able to demonstrate an understanding of Child Safeguarding	√		
14	Experience in and		√	

	understanding of Safety, Health, Environment and Sustainable Development (SHE&SD)			
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Personal Qualities:

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

As at 1 June 2019