

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

JOB DESCRIPTION

Job Title: Cadet Administration Officer (AO)
Pay Band: Crown Servant (Grade E1)
Department: Isle of Man Army Cadet Force
Line Manager: Cadet Quartermaster (Grade D)
Countersigning Officer: Deputy Chief Executive (Grade C1)

GENERAL

1. The Admin Officer (Grade E1) is responsible to the Cadet Executive Officer (Grade D) for all administrative and clerical work.
2. The Isle of Man ACF consists of 1 x Cadet Executive Officer (Grade D) 1 x Cadet Admin Assistant (Grade E1- All Hours Worked (AHW)) and 1x Admin Officer p/t (Grade E1).
3. This position is a part time appointment working 30 hours per week (Monday to Friday)
The Core working hours are:
 - Monday – Friday 0830 -1430 hrs (The daily working hours are negotiable).
4. The Post Holder is required to :
 - a. Perform clerical support for the administration of the Army Cadet Force in the Isle of Man.
 - b. Be computer literate, with the ability to use MS Office and undergo IT training as and when arranged by the NW RFCA.
 - c. Have a good telephone manner and awareness of confidentiality.
 - d. Be able to operate standard office equipment including the telephone system.
 - e. Be a member of the Safeguarding & Child Protection Committee and act as Secretary.
 - f. Perform duties in a manner that is compatible with safe working practices and in accordance with the Chief Executive, NW RFCA's SHEF Policy Statement

Key Tasks and Responsibilities

5. The duties will include the following tasks:

- a. Open and sort all incoming mail; prepare outgoing mail and maintain the postage account.
- b. Type, prepare and photocopy work as required by the Cadet Executive Officer, Quarter Master, Training Officer, DofE Officer, BTEC Officer and First Aid Officer.
- c. Maintain files and day-to-day filing.
- d. Order stationary and publications (as and when required).
- e. Maintain a library of publications/training documents and amend/update when necessary.
- f. Be responsible for the management of all office equipment on issue to the County.
- g. Act as local IT systems manager.
- h. Be responsible for travel arrangement, including air, rail, and ferry bookings.
- i. Process Routine Army Cadet Force Orders.
- j. Maintain the Army Cadet Force contact lists.
- k. Be responsible for the upkeep and audit of training records and qualifications in conjunction with the Cadet Training Officer/ Training Safety Advisor and produce routine and exceptional training returns from the Westminster IT system.
- l. Carry out duties of Assistant Pay Administrator.
- m. Defence Barring System Disclosures – Security Clearance National Security Vetting Disclosures
- n. Processing of Cadet Force Adult Volunteer (CFAV) Applications
- o. Processing CFAV expense claims
- p. HQ Building inspections & Repair/Maintenance Supervisor
- q. HQ Fire precautions & safety checks

- r. Administer the IOM ACF Website.
- s. Authorised electronic Purchasing Card (ePC) user.

6. Other Features:

- This job description should be discussed/read with the line manager at the time of receiving the annual Performance Development Report (PDR).
- This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

PERSON SPECIFICATION – HD COMMS

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 a reporting chain to CEO.	√		AF/I
3	<u>IT literacy</u> – Must be proficient in working with Microsoft Word, Excel, internet and Web site Data Bases.	√		AF/I
4	Must hold a Current Driving Licence and be able to self-drive	√		AF/I/E
5	Must be able to handle routine email correspondence with parents, Army Headquarters, North West 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
	Must be team orientated and able to work	√		AF/I

8	in a small team.			
9	Have some basic IT systems operations, experience and willing to learn.		√	AF/I
10	Fire Warden trained and undertake such training.		√	AF/I

Desirable

4. Attendance at Annual Camp in a civilian capacity, if not as an Adult member of the ACF, is desirable.

5. In addition, the post holder must have or is willing to be trained on the following:

- a. JPA
- b. Westminster.
- c. G4 Stores
- d. Must be willing to be the Westminster Trainer for the ACF.

Signature of Post Holder. **Date**

Signature of Line Manager. **Date**

Capt S Champion

Mar 2019