

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

JOB DESCRIPTION

ADMINISTRATIVE OFFICER
CUMBRIA ARMY CADET FORCE

Job Title: Administrative Officer
Department: Cumbria Army Cadet Force
Grade: E1
Reporting to: Cadet Executive Officer (Grade C2)
Counter Signing Officer: Deputy Chief Executive NW RFCA (Grade C1)

GENERAL

1. The Administrative Officer (AO) is one of two administrative support posts and is accountable to the Cadet Executive Officer (CEO) who is the Line Manager. The Deputy Chief Executive is the Countersigning Officer.
2. The AO, who will be a Grade E1 Crown Servant, is responsible for the administration of Cumbria Army Cadet Force.
3. Cumbria Army Cadet Force is made up of the following
 - 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 (AHW)
 - 2 x Administrative Officers (AO) (E1)
4. The position is a full time appointment working 37 hours per week (Monday Friday). The working hours are:
 - Monday - Thursday: 08.30 – 16.30 hrs
 - Friday: 08.30 – 16.00 hrs

MAIN ACTIVITIES & TASKS

5. The details below are not exhaustive but provide the outline of the duties performed by the AO.
 - a. Be responsible for the upkeep and audit of cadet training records and qualification in conjunction with the Training Safety Adviser (TSA) and produce routine and exceptional training returns from WESTMINSTER.
 - b. Maintain cadet files and all day-to-day filing.
 - c. Be responsible for the booking of cadet and adult courses.
 - d. Be responsible for collating county level weekend paperwork and payments.
 - e. Book training areas and feeding requirements for weekend camps in line with the FOE and in consultation with the Cadet Quartermaster (CQM) and County Training Officer (CTO).

- f. Be responsible for the organisation and documentation of annual detachment inspections in conjunction with NW HQ.
- g. Be responsible for producing and processing all County INCREPS.
- h. Process Routine Orders.
- i. Type, prepare and photocopy work as required by the CEO and Commandant.
- j. Indent for stationery and publications (as and when required).
- k. Prepare outgoing mail and maintain the postage account.
- l. Be familiar with and cover the responsibilities of AO1 in particular JPA and WESTMINSTER.
- m. Any other duty requested by the CEO within reason and within E1 grade.

SECURITY CLEARANCE

- 6. The AO will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

HEALTH & SAFETY

- 7. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant Regulations and Codes of Practice.

SECURITY

- 8. 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.

DATA PROTECTION

- 9. The AO will comply too all current GDPR legislation with guidance from the CEO.

PERFORMANCE AND DEVELOPMENT REPORTS (PDR)

- 10. The AO will have their performance reviewed twice a year by their Line Manager who will be the 1RO for their annual Performance Development Reports (PDRs).

ADDITIONAL DUTIES

- 11. Undertake any administrative task commensurate with the Crown Servant Grade E1 as directed by the CEO/QM or DCE.

Other Points:

This job description should be discussed/read with the line manager at each annual Performance Development Report (PDR) Review and updated as necessary.

This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

March 2021

PERSON SPECIFICATION – ADMIN OFFICER – CUMBRIA ACF

Serial	Competence	Essential	Desirable	Evaluation	Comments
1	Extensive administrative experience	√		AF/I	
2	Have strong IT skills, particularly Microsoft Word and Excel but with the ability to learn and use bespoke Management Information Systems (MIS)	√		AF/I/PA	MIS training will be provided
3	Must be able to work as part of a busy team and be flexible in your approach to work	√		AF/I	
4	Good communication, written, numerical and interpersonal skills	√		AF/I	
5	Ability to work on own initiative, prioritising work load to meet deadlines	√		AF/I	
6	Able to liaise and communicate effectively with external organisations and people – including adults and children	√		AF/I	
7	Experience of routine office based audit	√		AF/I	
8	Experience of booking courses	√		AF/I	

AF- Application Form, I – Interview, PA – Practical Assessment, E – Evidence

Signature of Line Manager:
Maj S Matthews

Signature of Employee