

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

**JOB DESCRIPTION**

**Job Title:** Administrative Officer 2 (AO2) (part-time 18.5 hrs)  
**Grade:** E1  
**Department:** Greater Manchester Army Cadet Force  
**Line Manager:** Cadet Executive Officer (CEO) (Grade C2)  
**Countersigning Officer:** Deputy Chief Executive (DCE) (Grade C1)

**GENERAL**

1. The Administrative officer is a part-time employee of the NW RFCA and is responsible to the CEO for all clerical support and administration of Greater Manchester ACF.

2. Greater Manchester 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)
- 5 x Cadet Administrative Assistant (CAA) (Grade E1) (AHW)
- 1 x Cadet Stores Assistants (CSA) (Grade (AHW)
- 2 x Administrative Officers- full time (AO) (E1)
- 2 x Administrative Officers- part time (AO) (E1)

3. This position is a part time employee of NW RFCA working with Greater Manchester ACF based in Holcombe Moor Cadet Training Centre (CTC). This is working 18.5 hour a week (Wednesday – Friday). The core hours of working are:

Wednesday: 1230 hrs - 1630hrs  
Thursday: 0830 hrs - 1630hrs  
Friday: 0830 hrs - 1600 hrs

4. The AO is responsible to the Cadet Executive Officer (CEO) who is the Line Manager and to the Deputy Chief Executive (DCE) as the Counter Signing Officer.

**OVERALL PURPOSE OF THE JOB**

5. The AO2 will assist Cadet Admin Assistant 2 and Cadet Admin Assistant 5 by providing administrative support to their functional Cadet Training Centre management and maintenance roles. Administrative functions in relation to this aspect of the role will vary, but will encompass a range of routine administrative support tasks.

## **PRINCIPLE TASKS AND RESPONSIBILITY**

6. First Point of contact for visitors to Greater Manchester ACF, issuing a visitors badges and dealing with all enquiries.
7. Assist the CEO and AO1 with the administration of the day-to-day running of Greater Manchester ACF and be familiar with all aspects of the Army Cadet Force work, such as typing, prepare and photocopy work as required by the CEO.
8. Accept, organise and document all training forms Cadet Action Safety Plan (CASP's) and relevant attached documentation in conjunction with Training Safety Advisor (TSA) and AO1.
9. Produce monthly County totals for CEO as well as collating information for the Unit Management Meeting for all "Continual Professional Development" (CPD) on a monthly basis.
10. Process medal applications.
11. Process 510 Accident and Incident Forms. Update adult qualifications via the ACF HR & Pay System (Westminster) e.g. Responsible for Information, Weapons Handling courses and register All PSS & CFAVs First Aid and Safeguarding Training.
12. Produce certificates and badges for cadet qualification passes, Duke of Edinburgh's Award passes and badged APC qualifications, Shooting, 1 Star, 2 Star etc.
13. Prepare and distribute Weekly Part One Orders (this relates to unit events, training courses and promotions).
14. Process the paperwork for the appointment of the Lord Lieutenant's Cadet.
15. Maintain and order library of publications and amend when necessary.
16. Order cadet badges, APC, Shooting, Duke of Edinburgh, first Aid etc.
17. Assist with IT assets and maintain the Special Stores Register (SSR).
18. Administer office equipment used by the staff in Greater Manchester ACF.
19. Maintain files and day-to-day filing.
20. Prepare outgoing mail and take to the local Post Office on Wednesdays to Fridays. A pool vehicle is available for this task.
21. Reply to Cadet Application requests.
22. Reply to all potential new adult enquires, send invitation letter and maintain a list of potential new adults. Send letter number 2 one month before the recruiting day.
23. Assist/support the Quartermaster with administrative issues.

24. Act as cover when other AO's are off due to leave, sickness or when needing additional support.

### **SECURITY CLEARANCE**

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

### **HEALTH & SAFETY**

26. 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**

27. 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**

28. The AO will comply to all current GDPR legislation with guidance from the post: AO1.

### **PERFORMANCE AND DEVELOPMENT REPORTS (PDR)**

29. 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).

### **TRAINING**

30. The AO will undertake and complete compulsory training courses that the Association will pay for, for example induction training. All training that forms part of the PDR process is to be undertaken and completed, where possible (unless the course is over a number of years) within that reporting period.

### **PERSONAL ATTRIBUTES AND RESPONSIBILITIES**

31. At least 2 year administrative experience in a fast past working environment.

### **ADDITIONAL DUTIES**

32. 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.

## **PERSON SPECIFICATION – ADMIN OFFICER**

Serial	Competence	Essential	Desirable	Evaluation
1	2 years administration experience	√		CV//PA
2	Previous customer focus experience		√	CV//I
3	Experience of dealing with various agencies	√		CV//I
4	Experience in the use of MS Office package, particularly Word, Excel and Power Point.	√		CV//PA
5	Experience of running manual and electronic filing systems		√	CV//PA
6	Experience of generating routine correspondence and other admin services	√		CV//PA
7	Experience of working in a fast paced open plan office environment	√		CV//I

### **Evaluation**

CV- Curriculum Vitae, I – Interview, PA – Practical Assessment, E – Evidence

### **Personal Qualities:**

- Keen to advance individual skills and personal development.
- Ability to prioritise 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.

Employee Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dated: 19 September 2021