

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

JOB DESCRIPTION

**CADET ADMINISTRATIVE ASSISTANT 2 (CAA 2)
GREATER MANCHESTER ARMY CADET FORCE**

Job Title: Cadet Administrative Assistant 2 (CAA 2)

Grade: E1 (AHW) Grade Crown Servant

Department: Greater Manchester Army Cadet Force

Line Manager: Cadet Executive Officer Greater Manchester ACF (CEO, Grade C2)

Countersigning Officer: Deputy Chief Executive, (DCE) NW RFCA (Grade C1)

GENERAL

1. The Cadet Administrative Assistant (CAA) is a Crown Servant and full-time civilian employee of the Reserve Forces' & Cadets' Association for the North West of England & Isle of Man (NW RFCA).

2. The CAA provides advice and guidance on all matters pertaining to detachment administration, safety and security matters.

3. The CAA is on an All Hours Worked (AHW) contract working an average of 42 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 CEO. Under current rules CAAs must become a member of the Army Cadet Force for which they will receive remuneration at ACF rates for up to 28 paid training days per annum (this may include up to 14 days for summer camp and up to 14 days for additional training).

4. Greater Manchester ACF HQ staff are known as the Professional Support Staff (PSS) which consists of the following:-

- 1 x Cadet Executive Officer (CEO) (Grade C2) (AHW)
- 1 x Cadet Quartermaster (CQM) (Grade D) (AHW)
- 5 x Cadet Administrative Assistant (CAA) (Grade E1) (AHW)
- 1 x Cadet Stores Assistant (CSA) (Grade E1) (AHW)
- 4 x Administrative Officers (AO) (Grade E1)

PRINCIPLE TASKS AND RESPONSIBILITIES

Management of ACF Properties:

5. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.
6. Conduct monthly internal and external inspections of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and submit works services to the CQM where necessary.
7. Manage any grounds maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.

Stores Management and Accounting:

8. Maintain records for each detachment and account periodically as directed by the CQM for:
 - a. Accommodation stores.
 - b. Training stores and equipment.
 - c. Fire safety equipment.
 - d. Publications and manuals.
 - e. Laptop and MIFI/Internet connection devices.
9. Issue and account for all clothing and equipment on loan to detachment staff and cadets. Take any necessary action to recover uniform from cadets and adults when they leave the ACF.
10. Inspect all stores and equipment issued to the Company HQ and each detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary.
11. Undertake 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.
12. Assist the CQM to prepare weapons and any controlled stores for ECI and to be responsible for all weapons held in the county armoury.

SHEF Management

13. Provide, and inspect detachment fire safety equipment and replace as necessary in accordance with the DFS (A) Fire Safety Management Plan.

14. Provide and publish detachment fire orders and position fire exit signs in accordance with the DFS (A) Fire Safety Management Plan.
15. Ensure that each detachment holds a monthly fire practice and maintains a record.
16. Arrange and make available portable electrical and electronic appliances to be tested by the contractor/appropriate person as directed by RFCA.
17. Provide each detachment with a first aid kit as supplied by the CQM and ensure that each detachment operates the accident/incident reporting system as required by the CEO.
18. Liaise with any lodger unit or tenant concerning SHEF matters.
19. Ensure that each detachment maintains a visitor's log.

Range Safety: (For those detachments with a range).

20. Act as Range Administration Officer and provide, publish, and annually review Range Orders.
21. Publish and revise annually, a list of authorised Range Conducting Officers for each range, including Non-ACF users.
22. Inspect the range and range log at each range monthly, prepare for and be in attendance at the annual range inspection by HQ NW.

Security:

23. Attend Company HQ and detachment security inspections and reviews as arranged by HQ NW RPOC and action any subsequent reports.
24. Ensure the secure storage of weapons and ammunition at each armoury or detachment arms store in accordance with JSP 440 Defence Manual of Security (Leaflet 5), that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
25. Monitor, on behalf of the CQM, the correct handling of security keys at Company HQ and detachments.

Assistance to Detachment Commanders and Adult Instructors:

26. Provide advice and guidance on all matters pertaining to detachment administration, safety and security.
27. Ensure that each detachment is issued with the correct publications and Army Forms.

28. Assist the detachment to prepare documentation for the annual inspection and be in attendance at annual Inspections representing County HQ and NW RFCA.

29. Liaise with Regular Army and Reserve units, and the CTT for training support.

Cadet Training Centre - Responsibilities

(Please note these task will be removed from this job description in 2023, at which point, alternative tasks appropriate to the grade will be substituted)

30. Ensure the facility and associated fixtures are always made available to users in the best possible condition. This will involve:

31. Arranging Bookings of Greater Manchester ACF CTC with internal users and external users. Allocation of facilities e.g. lecture rooms, welfare suite, Whitehouse etc.

32. Maintaining usage statistics.

33. Liaising with the other PSS regarding ACF usage and letting activity.

34. Preparation of the facility prior to use, to include allocation of rooms.

35. Conducting formal handover and takeover of the facility to user(s). This will include weekend Handover / Takeover of the CTC as required.

36. Accounting for, and reporting for losses and damage. Carrying out fault reporting on the real estate, ensuring accurate information is forwarded to RFCA NW.

37. Liaising with agency cleaners regarding weekly cleaning duties.

38. Liaising with DIO to de-conflict CTC bookings against bookings for the training area.

39. Liaising with CAA responsible for the bar and shop requirements.

40. Continually assessing the workplace for risks, and updating Risk Assessment(s) as appropriate.

41. Rectifying issues arising prior to the next use. Where possible carry out minor authorised running repairs (fuses/circuit breakers/alarms etc.) and if necessary bringing the generator on-line, and ensuring fuel supply is maintained, when there is a power cut.

42. Ensuring that all activity in the workplace complies with current H&SAW legislation, as well as the Association's Safety, Health & Environment (SHE) policy, and that nothing is done to endanger life.
43. To understand and ensure compliance with the fire safety requirements of the CTC, liaising with the unit fire officer; the CQM.
44. Updating the CTC booking matrix.
45. Informing the contract caterers about incoming units.
46. Ensuring all units use the correct booking protocols and where necessary forward the correct documentation to user units.
47. Liaising with NWRFC A V regarding potential use of Holcombe Moor by non-military organisations.
48. Liaising with HQNW Logistic support in order that emergency occupancy plans can be made and maintained.
49. To act as the Liaison Point of Contact (POC) with HQNW for emergency occupancy in response to Greater Manchester ACF tasking's or other emergency requirements.

Personal Responsibilities:

50. Administer and maintain responsibly for any vehicle allocated for his/her use.

SECURITY CLEARANCE

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

HEALTH & SAFETY

52. 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

53. Comply with the Security Operating Procedures (SyOps) for the use of the (NWRFC A) Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

DATA PROTECTION

54. The CAA will comply to all current GDPR legislation with guidance from the post

PERFORMANCE AND DEVELOPMENT REPORTS (PDR)

55. The CAA will have their performance reviewed twice a year by their Line Manager who will be the 1st Reporting Officer (1RO) for their annual Performance Development Reports (PDRs).

TRAINING

56. The CAA will undertake and complete compulsory, and other stipulated 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.

ADDITIONAL DUTIES

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

- a. Establish and develop good lines of communication at all detachment site locations via POC's at ARC's, Hiring's and any other associated organisations.
- b. As a condition of employment, the CAA shall be granted and retain the rank of Sergeant Major Instructor (SMI) within the ACF.
- c. Attend annual camp each year (normally at a location other than the base location), required 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. Be prepared to carry out other duties commensurate with the competencies held and the grade of the post as directed by the CEO or DCE/CE.

MANAGEMENT OF JOB DESCRIPTION

58. This job description should be discussed/read with the CEO at the time of receiving the annual Performance Development Report (PDR).

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

Signature of Employee

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Date

Cadet Administrative Assistant (CAA)

Grade E1 (AHW)

Signature of Line Manager

.....
Major K Noble
Cadet Executive Officer
Grade C2 (AHW)

.....
Date

PERSONAL SPECIFICATION – CADET ADMINISTRATIVE ASSISTANT (CAA)

Serial	Competence	Essential	Desirable	Evaluation
1	Self-Starter, highly organised and a team player with the ability to work effectively without close supervision and in a small team context	√		A, I
2	Able to demonstrate effective communication and interpersonal skills.	√		A, I, P
3	Able to carry out routine email correspondence with parents, RFCA, HQ NW and other agencies.	√		A, I, P
4	A flexible attitude to output driven work requirements.	√		A, I
5	Understand the volunteer ethos and the cadet forces.		√	A, I
6	Experience of regular or reserve forces.	√		A, I
7	Willingness to work evenings and weekends.	√		A, I
8	Experience of building supervision(reporting of faults)	√		A, I, P
9	Be prepared with the CEO, to complete RFCA rental documentation for rental agreements for Cadet Detachments in hired locations.	√		A, I
10	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).	√		A, I, P
11	Full Driving Licence and able to self-drive.	√		A, I,E
12	Preparation of weekend training activities.		√	A, I
13	Experience of working with children and young people.		√	A, I

14	Experience of monitoring and the control of materiel and resources.	√		A, I
15	Have an awareness of Child Safeguarding.	√		A, I
16	Experience in and understanding of Safety, Health, Environment and Sustainable Development (SHE&SD)		√	A, I
17	Understanding of the Data Protection Requirements (GDRP)	√		A, I

* A = Application; I = Interview; P = Practical evaluation, E = Evidence

Personal Qualities:

- Ability to prioritise tasks and time manage effectively.
- Highly organised with a methodical approach to administration and a good attention to detail.
- A self-starter with high degree of flexibility and adaptability.
- Excellent team-working ability.
- Keen to advance individual skills and personal development.

As at December 2021