

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

JOB DESCRIPTION

**ADMINISTRATIVE OFFICER 1
MERSEYSIDE ARMY CADET FORCE**

Job Title:	Administrative Officer 1 (AO1)
Grade:	E1 Crown Servant
Department:	Merseyside Army Cadet Force
Line Manager:	Cadet Executive Officer Merseyside ACF (CEO, Grade C2)
Countersigning Officer:	Deputy Chief Executive, (DCE) NW RFCA (Grade C1)

GENERAL

1. The Administrative Officer 1 (AO1) 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 AO1 provides clerical support for the administration of Merseyside Army Cadet Force and is responsible to the Cadet Executive Officer (CEO). AO1 is to deputise for AO2 in his/her absence and must be aware of the AO2 main responsibilities.
3. The AO1 is on a full time contract working 37 hours per week, and be within reasonable commuting distance. Overtime is not available but the CEO can arrange time of in lieu (TOIL) as required.
4. Merseyside ACF HQ staff are known as 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)
 - 4 x Cadet Administrative Assistant (CAA) (Grade E1) (AHW)
 - 1 x Cadet Stores Assistants (CSA) (Grade E1) (AHW)
 - 2 x Administrative Officers (AO) (Grade E1)

KEY RESPONSIBILITIES

5. Acts as point of contact for all potential adult volunteers joining the organisation including arranging interviews, distribution of Induction packs. Manages enrolment paperwork and electronic induction procedures. Maintains full records of all procedures.
6. Collation of all DBS & SC documentation for all new adult volunteers and existing CFAVs.
7. Up-loading of Volunteer Allowance (VA), staff check prior to submission to CEO.
8. Processing Home to Duty (H to D) Allowance, staff check prior to submission to CEO.

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9. Manage all VA and H to D queries and adjustments.
10. Collate and maintain county records and statistics of VA.
11. Collate and maintain county records and statistics relating to the Cadet Experience Report, submit to CEO for dissemination.
12. Processing and submission and recording of F16 (MMA) claim forms. Collate and maintain all F16 statistics and records.
13. Processing and submission of CFAV's monthly pay via JPA.
14. Process of requesting/receiving/ issuing and recording of CFAV ID Cards / Promotions. In general dealing with all Adult processes for all occurrences, change of bank details, move of detachment location, change of private address and CFAV discharges.
15. Manage the process of Honours and Awards.
16. Maintain all personnel files.
17. Support CPRO in all social media matters including CEO required input to all sites.
18. Provide first line technical support to WESTMINSTER users.
19. Manage enquiries from military, association, public & private outside organisations, local government, and members of the public and parents of cadets in a polite & informative manner.
20. Cover the responsibilities of AO2 in times of leave or sickness or as directed by CEO.
21. Assist in preparing all admin requirements for annual and Easter Camps as directed by CEO.
22. Carryout any reasonable duties as requested by the CEO.

Personal Responsibilities

23. **Training and Development** – AO's are required to participate in all aspects of training and development, as identified in discussion with the first reporting officer, to make use of all relevant learning opportunities that may improve the effectiveness and efficiency of the job.
24. **Health and Safety** – AO's are to be aware that health and safety is the responsibility of the employee and that they should ensure that their working area complies with statutory requirements in accordance with current H&S legislation.
25. Administer and maintain responsibly for any vehicle allocated for his/her use.

QUALIFACTIONS AND TRAINING

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

Ser	Competence	Essential	Desirable	Remarks
1	ECDL or Microsoft Office Trg	√		

2	Westminster Training	√		Requirement set by RFCA/ RC / HQ NW
3	JPA Training	√		Type/ Level to be agreed by CEO/DCE
4	DLE On-Line Trg (as required)	√		Requirement set by RFCA/ RC / HQ NW
5	Web – Social Media Training		√	Type/ Level to be agreed by CEO/DCE
6	Driving Licence	√		
7	Spare			

ADDITIONAL DUTIES

27. AO's are not required to join the ACF as a condition of employment but they can volunteer to join at any stage. Should an AO join the ACF 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).

28. 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).

29. 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

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

31. 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

..... Date
Name
Administrative Officer 1
Grade E1

Signature of Line Manager

..... Date
Lt Col (Retd) A Downey
Cadet Executive Officer
Grade C2

PERSONAL SPECIFICATION – ADMINISTRATIVE OFFICER 2

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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
3.	A flexible attitude to output driven work requirements.	√		A, I
4.	Proficient skills in the use of MS Word, Excel & Power-point.	√		A, P
5.	The ability to work on own initiative without close supervision.	√		A, I
6.	Be able to communicate well on the telephone and email including sensitive information.	√		A, I
7.	Be able to be a team player and work effectively with all members of staff.	√		A, I
8.	The ability to be punctual on a daily basis.	√		A, I
9.	A high level of attention to detail and accuracy.	√		A, I, P
10.	The ability to work under pressure to meet time lines.	√		A, I
11.	Proficient skills in filing and archiving.	√		A, I
12.	Proficient skills in general administration duties.	√		A, I
13.	Understanding of the Data Protection Requirements (GDRP)	√		A, I
14.	Understand the volunteer ethos and the cadet forces.		√	A, I

* A = Application; I = Interview; P = Practical evaluation

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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 1 Jul 22