

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

JOB DESCRIPTION

CADET EXECUTIVE OFFICER LANCASHIRE ARMY CADET FORCE

Job Title: Cadet Executive Officer (CEO)

Grade: HEO/C2 All Hours Worked Contract (AHW)

Department: Army Cadet Force

Line Manager: Deputy Chief Executive (DCE) NW RFCA (Grade SEO/C1)

Countersigning Officer: Chief Executive (CE) NW RFCA (Grade 6/B1)

GENERAL

1. The Cadet Executive Officer (CEO) for Lancashire Army Cadet Force Professional Support Staff (PSS) is an MOD Crown Servant and a full-time civilian employee of the Reserve Forces' & Cadets' Association for the North West of England & Isle of Man (NW RFCA). The CEO holds the Cadet Force Commission in the rank of Major.

2. The CEO is the professional adviser to the Commandant of Lancashire ACF. The CEO will, assist the Commandant to carry out their responsibilities as defined in the ACF Regulations. The CEO must be conversant with the Service Level Agreement between the Army as the Service Recipient and the Council of RFCAs, as the Service Provider.

3. The CEO is responsible for the day-to-day administration of the Headquarters and Cadet Training Centre of Lancashire ACF, which consists of the following Professional Support Staff based at Building 73, Chindits Way, Preston:

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

4. The CEO is responsible to the Deputy Chief Executive (DCE) NW RFCA who is the Line Manager and to the Chief Executive (CE) NW RFCA as the Counter Signing Officer, for all matters of organisation, administration, security, and SHEF at work.

5. The CEO is on an All Hours Worked (AHW) contract working an average of 42.5 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 line manager). Due to the requirements of the contract, evening work is an essential part of this role. Due to the nature of the work, the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Chindits Way, Preston.

OVERVIEW

6. The CEO is reports to the Deputy Chief Executive and line manages the following staff (**Note: Work is being scoped to change the reporting line expectations of the CEO. This may result in less 1st Reporting Officer duties but more Counter-signing officer duties**)

- a. 1 x Cadet Quartermaster (CQM) (Grade EO/D) (AHW)
- b. 1 x Cadet Stores Assistant (CSA) (Grade AO/E1) (AHW)
- c. 4 x Cadet Administrative Assistants (CAA) (Grade AO/E1) (AHW)
- d. 2 x Administrative Officers (AO) (Grade AO/E1)

7. The CEO will carry out Line Management responsibilities including but not limited to:

- a. Undertaking monthly probation reports for new staff.
- b. Undertaking Performance & Development Reports (PDR) at the beginning, mid, and end of year.
- c. Producing all business cases for training requirements for their team.
- d. Monitoring the sickness/absences.
- e. Authorising leave on Cascade.
- f. Undertaking any disciplinary actions.
- g. Delegation and monitoring of work.
- h. Undertaking exit interviews.

8. The CEO is responsible for the organisation and administration of the ACF including:

- a. All aspects of management of NW RFCA Professional Support Staff (PSS).
- b. To be the Designated Safeguarding Lead.
- c. Implementation of and compliance with legislation and regulations for all matters relating to security and SHEF.
- d. Management of public and non-public funds.
- e. Control and management of ACF property and MOD provided weapons, ammunition, vehicles, equipment and stores.
- f. General administration of the ACF at County level including the provision of staff support and professional advice to Commandant Lancashire ACF.

KEY RESPONSIBILITIES

9. The CEO is responsible for the administration of ACF including:

- a. Supporting the Commandant in the planning, delivery and execution of the administration for the annual camp.

- b. The overall supervision of the Westminster IT system within the County Headquarters.
- c. The collation of statistical information and returns for internal and external management control, including control and allocation of volunteer allowance.
- d. Supporting the Commandant in the appointment, vetting and posting of all cadet Officers and Adult Instructors.
- e. The preparation of documentation in support of ACF Officers Commissions Boards.
- f. Supporting the raising, disbanding and inspection of detachments.
- g. Supporting the County PR and Recruiting Teams.
- h. The CEO is the Establishment Security Officer (ESyO) and is responsible for the aspects of security as directed by HQNW as the Regional Point of Contact.
- i. The CEO will implement all relevant regulations and legislation.
- j. The CEO will seek to optimise the county organisational structures and deliver effective administration.
- k. The CEO will attend Regional Command (CEOs Conference), Army HQ NW and NW RFCA meetings and events as required, as well as acting as Secretary for local committees as directed by the DCE NW RFCA.
- l. The CEO will support the Commandant in providing support to the welfare of cadets and adults when on Cadet Activities.

PRINCIPAL AREAS OF ACCOUNTABILITY, TASKS & RESPONSIBILITIES

10. Designated Safeguarding Lead (DSL) Duties: The details below are not exhaustive but provide the outline of the duties performed by the CEO Lancashire ACF as the Designated Safeguarding Lead (DSL):

- a. Advise the Commandant Lancashire ACF on Safeguarding matters.
- b. Provide advice to Lancashire ACF Cadet Force Adult Volunteers (CFAVs) regarding Safeguarding matters.
- c. Liaise with the Army Cadet Safeguarding Hub (ACSH) when disclosures and safeguarding events occur. Liaise with appropriate agencies such as the ACSH, LADO/Children's Social Care and Social Services/Police.
- d. Be prepared to deliver the Annual Safeguarding Refresher Training to CFAVs or support the Commandant in doing so (this may be delegated to Company Commanders at the Commandant's discretion).
- e. Ensure that disclosure within a DBS Certificate of a potential CFAV, are correctly staffed and passed to the nominating authority.
- f. Complete any necessary Incident Reports (INCREPS) and send to ACSH, HQNW (Regional Point of Command RPoC) and NW RFCA.

- g. Liaise with the Commandant regarding the possible suspension of an individual regarding safeguarding disclosures.
- h. On completion of external agencies investigation, advise the Commandant of the requirement if relevant, of an internal investigation surrounding the disclosure if no criminal prosecution takes place.
- i. As required, attend Multi-agency Safeguarding Hubs and assist with common assessment framework completion.
- j. Arrange and attend County Safeguarding Steering Group Meetings and submit the relevant returns and reports to Army HQ NW.
- k. Attend HQNW Regional Safeguarding Steering Group Meetings and be prepared to update the meeting on Safeguarding Incidents in Lancashire ACF.
- l. The CEO should ensure that they are fully conversant with the appropriate Safeguarding points of contact within their area of responsibility.
- m. In addition to ensuring that the appropriate DSL training is in date, the CEO should also attend, where appropriate, any available training provided by the local authorities or chain of command.

11. Health and Safety (H&S): The main H&S responsibilities for the CEO Lancashire ACF are to:

- a. Ensure the delivery of the Lancashire ACF H&S Policy and procedures relating to ACF activities throughout the areas of responsibility in the delivery of the 'safe place' on behalf of the Duty of Care holder.
- b. Act as "Lancashire ACF 4Cs Duty Holder"; ensuring the planning and implementation of all necessary procedures to ensure that the 4Cs arrangements in relation to proper Co-operation, Co-ordination, Communication and Control of personnel on site are effective.
- c. Understand the requirements of the H&S at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
- d. Ensure that risk assessments are carried out in all areas under control and that personnel are made aware of hazards identified by those assessments and that the requisite remedial control measures are applied.
- e. Establish and approve safe systems of work for staff under control and periodically monitor and review those procedures to ensure they remain relevant and valid.
- f. Identify the SHEF training needs of individuals or groups under control.

12. Liaison: Liaison as required with the following:

- a. The Army Cadet Safeguarding Hub.
- b. County/Sector/Battalion staff within other RFCAs.
- c. HQNW staff (including the Cadet Training Team) and Regular/Reserve Units.

- d. Affiliated Commanders and staff on ACF matters.
Civil authorities, other cadet forces, youth organisations and education committees.
- e. The Army Cadet Charitable Trust.

13. Security: Act as the Unit Security Officer for Lancashire ACF.

- a. The CEO will 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.

14. General Data Protection Requirements: The CEO will be the Information Asset Owner for Lancashire ACF. The CEO is to ensure that any Subject Access Requests are responded to in accordance with the current regulations.

15. Management of Public and Non-Public Funds: The CEO will:

- a. Manage budgets as allocated in conjunction with NW RFCA and HQNW.
- b. Manage any non-public funds implemented at County level and prepare the accounts for annual audit.
- c. Advise and support Company Commanders dealing with non-public funds implemented at Company level and support audits at company level when required.
- d. Manage accounts held on behalf of Friends of Lancashire ACF Trust.

16. Control and Management of Property and Equipment: The CEO must administer and take reasonable care of any vehicles; equipment and/or other items under their control and will:

- a. Direct and support the Cadet Quartermaster (CQM) on the management of vehicles, weapons, ammunition, equipment, stores and clothing and ensure that external checks and inspections are conducted in accordance with regulations and that resultant reports are acted on.
- b. Direct and supervise the Cadet Admin Assistants (CAAs) on the management and maintenance of properties and ranges including security and SHEF matters, and ensure that mandatory range inspections are conducted in accordance with regulations and that resultant reports are acted on.
- c. Ensure site risk assessments are prepared and reviewed annually for all ACF properties.

ADDITIONAL RESPONSIBILITIES

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

- a. As a condition of employment, the CEO Lancashire ACF shall be granted and retain a cadet commission (Major) within the ACF.
- b. Will attend annual and weekend camps and courses (in accordance with RFCA Staff Regulations).
- c. 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).

- d. Assist the Commandant in public relation (PR) matters within the County when no other Officer is appointed in that role.
- e. Attendance at Annual Camp is mandatory.
- f. Be prepared to carry out other duties commensurate with the competencies held and the grade of the post as directed by the DCE/CE.

OTHER REQUIREMENTS

- 18. Security Clearance: The CEO will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.
- 19. Health & Safety: The CEO will be required to 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
- 20. Training: The CEO will undertake and complete compulsory training courses that the Association will fund. 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

- 21. The Post Holder is required to:
 - a. Have good verbal and written communications skills for the production of reports and audits to a wide external audience.
 - b. Be able to represent the Comdt at meetings and events.
 - c. Able to occasionally work outside normal business hours in support of ACF activities within the AHW system.

OTHER POINTS

- 22. This job description should be discussed/read with the line manager at each annual Performance Development Report (PDR) Review and updated as necessary.
- 23. This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.
- 24. The CEO is to be prepared to undertake any other task commensurate with the grade of HEO/C2 as directed.

Signature of Line Manager:..... Date:.....

Signature of Employee:..... Date:.....

As at 21 March 2024

**THE RESERVE FORCES' AND CADETS' ASSOCIATION
FOR**

**THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN
PERSON SPECIFICATION - CADET EXECUTIVE OFFICER LANCASHIRE ACF**

Criteria	Standard	Requirement	Measured By
Work Experience	Previous commissioned service in the Armed Services at Field Rank	D	A
	Line management of staff in a civilian work environment	E	A/I
	Experience in the field of security management	E	A/I
	Administration	D	A
	Health and Safety Manager/Experience	D	A/I
Knowledge	Experience of financial planning and budget management	E	A/I
	Practical bookkeeping and experience of fund management, including accounting audit systems	E	A/I
	Good knowledge of the military system from a chain of command and staff perspective	D	A/I
	Understand the volunteer ethos and Cadet Force(s) in general	D	A/I
	Able to demonstrate an awareness of child safety and general child safeguarding	E	A/I
	Knowledge of child protection procedures	D	A/I
	Experience and understanding of Safety, Health and Environmental and Sustainable Development (SHE&SD)	D	A/I
	Understanding and experience of Data Protection requirements (GDPR/DPA)	E	A/I
Skills	IT literate and the ability to use Microsoft Word, PowerPoint and Excel with the ability to learn and use bespoke Management Information Systems (MIS)	E	A/I
	Ability to communicate clearly in writing and orally to the chain of command/management to include voluntary personnel and other stakeholders.	E	A/I
	Ability to build good working relationships	E	A/I
	Ability to manage a significant workload and prioritise commitments without close supervision	E	A/I
	Ability to produce accurate work to tight deadlines and under pressure	D	A/I
Qualifications	Service Funds Accounts (or equivalent)	D	A
	Driving Licence (Cat B or above)	E	A
Attitude	Positive attitude, with a flexible approach to work	E	I
	Empathetic, having the ability to deal with a wide variety of circumstances within a youth voluntary organisation	E	I
	A self-motivated positive and highly organised individual	E	I
	Honest and reliable with a strong work ethic	E	I
	Willingness to work evenings and weekends ¹	E	I

Key *

Requirement: E = Essential, D = Desirable

Measured By: A = Application Form, I = Interview, R = References

¹ To include a period of 14 days on a residential annual camp