

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

JOB DESCRIPTION

Job Title:	Deputy Chief Executive (DCE)
Grade:	SEO/C1 Crown Servant
Department:	Executive
Line Manager:	Chief Executive (CE) Grade 6/B1 Crown Servant
Counter Signing Officer:	Chair of the Association

GENERAL DESCRIPTION OF THE ROLE

1. The Deputy Chief Executive (DCE), as a Grade C1(SEO) Crown Servant, is responsible to the Chief Executive (CE), who is their Line Manager, for the overall smooth running of the Association Headquarters with specific responsibility for Cadets and Youth, Human Resource Management (HRM), General Administration (including the Risk Register), Regionally Generated Income (RGI), Information Technology (IT), Internal Communication's, and the School Cadet Expansion Officer (C2/HEO). The DCE's Countersigning Officer is the Association Chairman.

2. The DCE is responsible to the CE, and Line Manages the following staff (including all Cascade HRIS entries and tasking, scrutiny of timesheets against All Hours Work (AHW) contract for CEOs, monitoring and managing performance, setting of objectives, performance reviews, leave, sickness, probation reviews and disciplinary aspects for all direct reports):

- 1 x Business Support Manager (HEO/C2) – NW RFCA Employee)
- 1 x Head of Commercial Operations (HEO/C2) – NW RFCA Employee)
- 1 x School Cadet Expansion Officer (HEO/C2) – Crown Servant – Lifer post)
- 5 x Cadet Executive Officers (HEO/C2) – Crown Servants)

And, acts as countersigning officer for the following staff, including the performance management and performance reviews on Cascade:

- 1 x Business Development Executive Officer – Commercial Operations (EO/D) – NW RFCA Employee)
- 1 x Admin Officer – Commercial Operations (AO/E1- NW RFCA Employee)
- 1 x Admin Officer – HR (AO/E1 – Crown Servant)
- 2 x Admin Officers – Business Support (AO/E1 – Crown Servants)
- 5 x Cadet Quartermasters (EO/D) – Crown Servants)
- 25 x Cadet Admin Assistants (AO/E1 – AHW Crown Servants)
- 11.5 x Cadet Admin Officers (AO/E1 – Crown Servants)
- 1 x Skill Zone 2 (Army HQ NW tasked/managed) (NW RFCA Employee)

3. NW RFCA, with 108 employees and covering the North West of England (Cumbria, Lancashire, Greater Manchester, Merseyside and Cheshire and the Isle of Man, works under 3 pillars of outputs: Cadets & Youth, Infrastructure and Engagement as set out in single Service Level Agreements with the MOD, Army, Royal Navy, Royal Air Force and Defence Infrastructure Organisation. The DCE as a SEO/C1 Grade, is a member of the NW RFCA executive Senior Management Team (SMT). The other members of the SMT are the CE, the Head Infrastructure (Hd Infra) and the Head of Engagement (Hd Eng). The other Heads of Departments (HEO/C2 Grade) are also part of the SMT.

4. The Association's SMT are accountable to an Executive Board which is drawn from the the Association's 175 volunteer membership (drawn from key stakeholders in all walks of life across the Armed Forces, local communities and businesses).

5. This position is a full-time appointment working 37 hours per week (Monday – Friday). It will require the candidate to regularly work outside core working hours and the occasional weekends/Public Holidays as directed/agreed by the CE. Any hours worked over 37 hours per week that have been approved and agreed with the CE, will be recompensed by payment of overtime, or as TOIL. However, this will be in exceptional circumstance only and as defined in the RFCA Handbook.

6. The working hours are:

- Monday – Thursday 0830hrs – 1630hrs
- Friday 0830hrs -1600hrs

7. The DCE will be expected to drive to client appointments within the NW RFCA area of responsibility (Cumbria, Lancashire, Greater Manchester, Merseyside, and Cheshire) using the company car provided by the Association. There will also be requirements to travel to the Isle of Man (IOM) to see the NW RFCA employed staff and to support engagement with HE The Lieutenant Governor, the IOM Government, the IOM reservists and IOM tri-Service cadets. This travel will generally be by air. The DCE will be required to travel to London (CRFCA) – and potentially other RFCA locations for meetings. All travel may require overnight stays.

8. This appointment is classed as a “mobile grade” and the incumbent will be expected to relocate with the organization – or wider if required - which will be in the best interest of the Association.

PRINCIPAL AREAS OF ACCOUNTABILITY, TASKS & RESPONSIBILITIES

General

9. As Deputy to the CE, the DCE, as well as carrying out the functions of the CE in his absence, is also the “Chief of Staff” for the overall organisation of 106/108 posts. In this role, the DCE is responsible for cross co-ordination of business outputs and cross departmental staff activity in all areas of the Association's work. The DCE will attend all NW RFCA Board Meetings. He will deputise for the CE during absences. The DCE will be required to attend, as required, external meetings, with the JMC North – Army HQ North Commander monthly meetings, the quarterly Firm Base meeting, Cadet Command Group meeting and Deputy Commandant Boarding Panels.

10. The DCE will take the Lead for the Association on all HRM issues, working closely with the CRFCA Head of People (and staff), the NW RFCA HR Assistant and all Line Managers. As required the DCE will represent NW RFCA at Employment Tribunals.

11. The DCE will manage and supervise all staff employed within areas of responsibility, including the completion of Personal Development Reports (PDRs) and Staff Training and Development.

12. In conjunction with the CE, the DCE will represent the Association during annual visits to tri-Service Reserve units, accompanying the Chair or nominated Vice Chair.

13. Act as the NW regional representative for the UK Reserve Forces Association (UK RFA) and Ulysses Trust, attending meetings as required.

14. The DCE will undertake any other duties commensurate with the grade and competencies of the DCE post as directed by the CE.

Governance and Assurance

15. The DCE is responsible for the NW RFCA Risk Register, reporting to the NW RFCA Board, Property Advisory Board and Finance Advisory Board.
16. The DCE reports outputs of NW RFCA as required against the Service Level Agreement (SLA) partners to the NW RFCA Board and single Service organisations.
17. The DCE will ensure hospitality books are maintained across the NW RFCA and staff are aware of the need for their use.
18. Support Army Comd HQ N and CE NW RFCA attending the Regional Safeguarding Assurance & Governance Group.
19. The DCE will oversee the duties of the Head of Business Support (C2/HEO) where they pertain to Governance and Assurance.
20. Responsible to CE and take lead for NW RFCA in respect of GIIA Audit including preparation of Association for inspection, managing visit and recording all observations, where necessary ensuring compliance with findings.
21. The DCE will take the lead for the Association on all GDPR matters, developing policy and acting as the SME for the Association.

People Matters

22. The DCE will take the Lead on all HRM (People) matters. The focus will be on strategic development, but also working with the Head of People (CRFCA), investigate and generally oversee matters of grievance and discipline involving NW RFCA staff. Seek advice from solicitors as required, from Council RFCA, from Army JMC N and any other appropriate body in order to resolve cases, wherever possible without the need to resort to disciplinary action.
23. The DCE will deal with appropriate people issues relating to Cadet Force Adult Volunteers (CFAVs) as required in Army Cadet Regulations and where appropriate, support the Army Cadet County Headquarters Professional Support Staff with personnel issues relating to cadets and Adult Volunteers.
24. Act as Chair of Staff Selection Boards for NW RFCA as appropriate and as a member of other RFCA Boards where required.
25. Support Army HQ N in military selection Boards i.e. Dep Comdt selections as required.
26. The DCE will take the lead for the Association on matters of training and development, quarterly review of local HR policies/alignment with RFCA Staff Regulations 2019 (revised 2021).

Engagement

27. Support the Association AGM, Presidents' Dinner, Lord Lieutenant's Awards process and the MODs Employer Recognition Scheme Silver and Gold ceremonies.
28. Support the identification of new Association Members to the NW RFCA Board via the CE.
29. Responsible to CE for planning, co-ordination, communication and all stakeholder management for The CRFCA led External Scrutiny Team visit to NW RFCA.

Security and Operations

30. In conjunction with MOD (Army) Policy, the DCE will ensure compliance with all security directives and instructions.

31. Ensure the NW RFCA Business Continuity Plan is current and effective. Ensure training and practice exercises are carried out as required.

32. React to Security Incident Reports and ensure Direct Reports in County Headquarters are competent to submit effective submissions..

33. In conjunction with the CE, act as the POC with the Army JMC N JLROs and G3 Ops staff for all matters appertaining to the use of the reserve and cadet estate for operational matters: especially Altcar Trg Camp and Holcombe Moor CTC.

Cadets

34. Working with Army HQ NW Colonel Cadets, take responsibility for the North West Joint Service Cadet Committee, staffing all matters of the Association's responsibilities relating to the Army Cadet Force, Air Training Corps, Sea Cadet Corps and Combined Cadet Force.

35. Attend quarterly meetings as required with Army HQ NW Colonel Cadets and quarterly meetings with tri-Service Cadet Leads.

36. Detailed responsibility for ACF matters as follows:

- Chairing Cadet Executive Officer meetings
- Assurance on all applications for potential Adult Volunteer Instructors across the NW of England and Isle of Man
- Supporting co-operation between the ACF, Reserve Forces and civil authorities
- Visiting ACF Annual Camps, courses and other events as requested by the CE
- Oversee the Schools Cadet Expansion Scheme in the North West

Recruiting Support and Publicity

37. Through the Hd Engt, have oversight of all marketing and communications efforts and initiatives, including publication of the quarterly edition of the Volunteer, the annual AGM newsletter and the Association eNews letter - all in conjunction with Head of Communications and Head of Engagement.

Alternative Venues Income Generation

38. Take overall responsibility for the Alternative Venues Team and generation of Regionally Generated Income. Ensure effective Assurance, and the probity of all hirings through the Head of Commercial Operations.

39. Encourage awareness of the existence, and advantages of the Alternative Venues through effective marketing and promotion.

40. Optimise business development opportunities and develop commercial AV business model incorporating new initiatives, social media channels and reporting against quarterly business objectives.

IT

41. Overall responsibility for IT Systems and policy within the Association.
42. Over watch of the IT budget.
43. Maintain a basic working knowledge of Association computer systems and practical use of its data-based management information systems.

Finance

44. Maintain a sound understanding of the Association's financial position, and take a full role in the Associations Finance Committee and Financial Advisory Board.
45. Take part in the amendment and annual production of the Financial Instruction (SI 0015).
46. Ensure audit requirements for the County Cadets Non Public Funds are addressed.
47. Responsible for setting and managing the HRM budget lines.

Altcar Training Camp

48. Altcar Training Camp (650 acres plus ownership of the foreshore) is owned under a Title Absolute by NW RFCA and as such, the DCE will work with the Chief Executive and Commandant Altcar Training Camp covering:

- The management of the Camp
- Liaising with the local community

Other Features

49. This JD should be discussed/read with the line manager at the time of receiving the Annual Personal Development Report (PDR).
50. This JD may be reviewed in the light of changes during the period of appointment and on change of the incumbent. The incumbent must be prepared to take on any additional tasks commensurate with the grade of SEO/C1.
51. Sit on the Board of Trustees for the Stockport Volunteer Armoury.

PERSON SPECIFICATION – DEPUTY CHIEF EXECUTIVE

Criteria	Standard	Requirement	Measured By
Work Experience	Significant experience of operating at senior management levels or Military equivalent	E	A/I
	Served in the Armed Forces and gained experience of commercial sector and best practices	D	A/I
	Experience of leading, developing and delivering effective HR practices including recruitment and retention, training and development and operational HR outputs i.e disciplinaries, long term sick etc.	E	A/I
	Experience of managing a Budget and practical finance management	D	A/I
	Experience of working at Board Level or equivalent and developed corporate level policy and practice	E	A/I
Knowledge	Current HR legislation and good practices gained through practical and academic knowledge and commercial experience	D	A/I
	Understanding of the Regular / Reserve / Cadet military and other Youth environments	D	A/I
	Understanding of ethics and Corporate Social Responsibility within business	E	I
	Understanding of Reserve Forces' Act 1996	D	I
Skills	Demonstrably high level skills in communication, interpersonal and presentational skills	E	A/I
	Strong IT skills, particularly MS Office, including Word, Excel and Power Point; and practical experience of managing IT support staff	D	A/I
	Demonstrable leadership, change management and planning at a strategic and tactical level.	E	A/I
	Ability to work to tight deadlines on multiple projects and self-prioritise own activities	E	I
	Valid driving license and ability to self-drive nationally	E	I

Key *	
Requirement:	E = Essential, D = Desirable
Measured By:	A = Application Form, I = Interview, R = References

Personal Qualities:

- a. Keen to improve individual skills, knowledge and personal development.
- b. Ability to prioritise tasks and time manage effectively with recognition of where influence and authority lies and its impact on business activity.
- c. A self-starter with a high degree of commitment, energy tact, diplomacy, flexibility and adaptability. Excellent team-working ability.
- d. An interlocutor, influencer, inquiring mind with an organised approach to engagement and information management and good attention to detail.

Signature of Line Manager:
 CHANCE WILSON DL

Dated.....

Signature of Employee:

Dated.....

Updated 22 Oct 24