

From:

Lt Cdr (Retd) A Pringle MCGI
Chief of Staff and
Director of Youth and Cadets



**Reserve Forces' and Cadets' Association
for Greater London**

Vacancy Notice

9 August 2017

**CADET QUARTERMASTER – PROFESSIONAL SUPPORT STAFF – SOUTH WEST LONDON
SECTOR**

The above vacancy, operating from the Army Reserve Centre, 27 St John's Hill, Battersea, London SW11 1TT, needs to be filled at the earliest opportunity. The appointment calls for a probationary period of six (6) months, after the satisfactory completion of which the position will become permanent. The job description is attached hereto.

The salary for this position, including the London Weighting Allowance of £3,000 per annum, is of £32,498 per annum. This is an 'All Hours Worked (AHW)' contract and as such the individual is required to work up to a maximum of 46½ hours per week, including lunch breaks, averaged out over a fixed 17 week period. In addition, the successful candidate could be eligible to join our pension scheme. The annual leave entitlement of 25 days plus Bank Holidays in accordance with RFCA Staff Regulations may be increased up to 30 days if prequalification criteria are met.

The Cadet Quartermaster is a civilian employee of the Association and leads a small team from the Professional Support Staff to deliver all aspects of logistic support to the Army Cadet Force (ACF) across the Sector. Applicants must have an effective understanding of the MoD and Single Service logistic regulations and procedures, as well as a good level of leadership and personnel management. Within the AHW contract they may have to work long and late hours as required. The applicant should be an energetic, pro-active self-starter, with a strong 'team spirit' and the ability to 'think outside the box', but also work within the tight civilian and/or military regulations where required. This role requires the individual to be a member of the ACF and hold the commissioned rank of Captain and attend the 2 week annual camp, usually programme in late July or August.

In addition to the skills highlighted in the Job Description, the applicant must be able to prove that they have the right to work in the United Kingdom, provide satisfactory references and submit to a full medical examination by a qualified medical practitioner appointed and paid by the Association, and receive a satisfactory report. They must also be IT literate, particularly with the Microsoft Office package, and have good numeric and interpersonal skills. As the role includes working with young people, there is a requirement for a Disclosure and Barring Service (DBS) certificate {previously known as a Criminal Records Bureau (CRB) check}. They will also be required to undergo a Security Clearance if not already held. They must also have a clean driving license, preferably LGV.

Application forms may be obtained from the Youth Secretary at gl-offcadets@rfca.mod.uk. When completed it must be submitted in hard copy and signed with a covering letter and a CV of not more than 2 pages to:

Youth Secretary
Reserve Forces' and Cadets' Association for Greater London
Fulham House
87 Fulham High Street
London SW6 3JS

Closing date for applications is **Thursday, 7th September 2017** and interviews for retained candidates will take place shortly thereafter.

JOB DESCRIPTION

Job Title: Cadet Quartermaster (CQM)

Job Grade: D (AHW)

Department: Sector Professional Support Staff (PSS)

Reporting to: Sector Cadet Executive Officer (CEO)

Overall Purpose of Job

1. The Cadet Quartermaster (CQM) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA).
2. As the lead for all logistic matters the CQM is accountable to the Chief Executive through the CEO for the provision of logistic support to the ACF in accordance with the policies laid down by the RFCA and MOD Material Regulations.
3. In the absence of the CEO, the CQM is to deputise therefore they are to be aware of the CEO's main responsibilities.

Main Activities/Tasks

4. Responsible for the accounting, control and management of all physical stores and equipment;
5. Responsible for the maintenance and administration of all RFCA vehicles held in the sector. In addition monitor any vehicles purchased through Non Public Funds and used to support cadets to ensure they are compliant and properly maintained;
6. Monitor and supervise the CSA and CAA's in their routine duties of Estate management and ensure all faults, managerial checks and routine maintenance is carried out in accordance with internal and external policy;
7. Act as the designated Range Officer for all indoor ranges within the Sector estate;
8. Attendance at GL-RFCA meetings as required and Secretary duties for local committees as directed by the CEO or Director Youth & Cadets for GL-RFCA;

Environmental Responsibilities

9. Main responsibilities are to monitor all waste generated through the areas under control through formal inspection and ensure that all supervisors of annual camps and weekend training centres are aware of the need to protect the environment.

Health & Safety at Work

10. Must take reasonable care for health and safety of himself/herself, and of other persons who may be affected by his/her acts or omissions while at work. He/she will also be responsible for the health, safety and welfare of subordinate staff (if with managerial duties).

11. Be the focal point for Health and Safety within the ACF estate, act as the dedicated energy warden, report all known area site-specific H&S and environmental issues back to the site's 4Cs Duty Holder, ensuring both the CEO and Sector Surveyor are aware.

Liaison

12. Liaison as required with:

- Sector and County staffs within other RFCAs;
- District staffs and both Regular and Army Reserve Units (including CTT);
- Affiliated Commanders and staff on ACF matters,

Additional Duties

13. This includes but is not limited to:

- as a condition of employment the CQM is required to serve in the Army Cadet Force, in a rank not exceeding the acting rank of Captain within the establishment of the relevant ACF Sector;
- when required, will attend annual and weekend camps and courses.

Performance and Development Reports (PDR)

14. The CQM will be required to be assessed and reported upon his/her performance twice a year by his/her Line Manager.

15. The CQM may be required by the CEO to assess and draft PDRs, as Line Manager for the G4 staff; the CSA and CAAs within the Sector.

Security

16. The CQM will be required to undergo Security Clearance (SC) in accordance with RFCA-GL Security requirements. A Disclosure and Barring Service (DBS) check will also be required.

17. They will be required to sign annually and comply with the Security Operating Procedures (SyOps) for the use of the GL-RFCA Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

General

18. They must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control.

19. Any other task within the broad remit of this role which may be reasonably required, including, but not limited to, ad hoc analysis and one-off reports.

20. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.