

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

25 April 2017

**CADET STORES ASSISTANT – PROFESSIONAL SUPPORT STAFF – MIDDLESEX & NORTH
WEST LONDON SECTOR**

The above vacancy, operating from Princess Louise House, 190 Hammersmith Road, London W6 7DJ, needs to be filled from June 2017. 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 £27,114 per annum. This is an 'All Hours Worked (AHW)' contract and as such the individual is required to work up to a maximum of 47 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 in which he/she will receive a 6% non-pensionable addition to pensionable salary to defray the contribution costs. 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 Stores Assistant is a civilian employee of the Association and are part of the Professional Support Staff (PSS), a small team delivering all aspects of logistic support to the Army Cadet Force (ACF) across the Sector. Members of the PSS are required to be members of the ACF as a conditions of employment. In addition to the skills required by the Job Description, applicants should:

- Have an understanding of the military system, possibly with a service background;
- Have wide logistics experience, including stores accounting and supply matters;
- Be familiar with all aspects of military logistic accounts;
- Be a self-starter, highly organised and a team player;
- Have good communication, numeric and interpersonal skills;
- Be IT literate, particularly with the Microsoft Office package;
- Be in good health due to the physical nature of the position.

Offers of employment are conditional on the following six (6) items:

- Proof of the right to work in the United Kingdom;
- Satisfactory references;
- A full medical examination by a qualified medical practitioner appointed and paid by the Association, and receive a satisfactory report;
- As the role includes working with young people, a Disclosure and Barring Service (DBS) certificate {previously known as a Criminal Records Bureau (CRB) check};
- A Security Clearance if not already held;
- Clean driving licence, 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 **Monday, 22nd May 2017** and interviews for retained candidates will take place during the following week.

JOB DESCRIPTION

Job Title: Cadet Stores Assistant (CSA)

Job Grade: E1 (AHW)

Department: Sector Professional Support Staff (PSS)

Reporting to: Cadet Executive Officer (CEO) of the relevant Sector

Overall Purpose of Job

1. The Cadet Stores Assistant (CSA) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA). The CSA is a member of the Professional Support Staff (PSS) which provide essential administrative and logistic support to the Army Cadet Force (ACF) within that Sector
2. The CSA is responsible to the CEO for the management of a full range of equipment and stores in accordance with the policies laid down by the RFCA and MOD Material Regulations.
3. Day to day management of the CSA is undertaken by the Cadet Quartermaster (CQM).

Main Activities/Tasks

4. The main tasks of the CSA are:
 - Receive all material, check against documentation for quantity and quality and bring into account;
 - Maintain stock book for receipts and issues and all other relevant paperwork as per Material Regulations;
 - Operate the WESTMINSTER stores package;
 - Prepare paper work for disposal, write-offs, issues and receipts;
 - Condition returned stores for cleanliness, repair and general serviceability;
 - Submit demands for replenishment;
 - Prepare stores for issue at weekend training;
 - Prepare uniforms for issue;
 - Menu planning, food purchase and compo accounting;
 - Carry out deliveries and collections to/from out-side agencies (i.e. Workshops, tailors etc);
 - Prepare accounts for inspections;
 - Dispose of packaging in line with waste management policy;
 - Maintain stores areas in a tidy and workmanlike condition;
5. Stand in for the CQM as and when required.

Additional Duties

6. These include but is not limited to:

- as a condition of employment the CSA is required to serve in the Army Cadet Force within the establishment of the relevant ACF Sector;
- when required, will attend annual and weekend camps and courses.

Environmental Responsibilities

7. 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

8. 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).

9. 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.

Environmental Responsibilities

10. Monitor all waste generated through the areas under control through formal inspection and ensure that all supervisors of annual camp and weekend training centres are aware of the need to protect the environment

Performance and Development Report (PDR)

11. Will be required to be assessed and reported upon his/her performance twice a year by his/her Line Manager.

Security

12. Will be required to undergo a Security Clearance (SC) in accordance with the Association Security Requirements.

13. Will be required to comply with and sign annually, the Security Operating Procedure (SyOps) for the use of the Association Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT System.

General

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

15. 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.

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