



**VACANCY NOTICE**

12 July 2023

**CADET ADMINISTRATIVE ASSISTANT – PROFESSIONAL SUPPORT STAFF –  
CITY OF LONDON & NORTH EAST SECTOR**

The above post, operating from Army Reserve Centre, 900 Lea Bridge Road, Whipps Cross, London E17 9DW, needs to be filled at the earliest opportunity after 11 September 2023. The role 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 £30,440 per annum. This is an 'All Hours Worked (AHW)' contract and as such the individual is required to work up to a maximum of 42 hours per week, not 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 and Association Privilege Days; in accordance with RFCA Staff Regulations may be increased up to 30 days if prequalification criteria are met.

The Cadet Administrative Assistant is a civilian employee of the Association and as part of the Professional Support Staff (PSS) provides logistic support to the Army Cadet Force (ACF) within that Sector. Members of the RFCA PSS are required to be members of the ACF as a conditions of employment. In addition to the competencies required by the Job Description, applicants should be a self-starter, highly organised and a team player;

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

- Completion of the Baseline Personal Security Standard (BPSS) which includes proof of identity, proof of residence and proof of the right to work in the United Kingdom;
- Satisfactory references;
- Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid for by the Association;
- 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 Check (SC) clearance if not already held;
- Clean driving licence.

Application forms may be obtained from the Head of Support Services at [gl-offman@rfca.mod.uk](mailto:gl-offman@rfca.mod.uk). When completed it should be signed and submitted electronically to the Head of Support Services at the same email address above, together with a covering letter and a CV of not more than 2 pages. If submitted in hard copy please send to the following address:

Head of Support Services  
Reserve Forces' and Cadets' Association for Greater London  
Fulham House, 87 Fulham High Street  
London SW6 3JS

The closing date for applications is **midday Monday 7 August 2023** and interviews for retained candidates will take place on **Wednesday 9 August 2023**. The interview will take place at ARC Whipps Cross or for those who wish, virtually using Zoom – a link and timings will be provided earlier that week.

# JOB DESCRIPTION

**Job Title:** Cadet Administrative Assistant (CAA)

**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 Administrative Assistant (CAA) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA). The CAA 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 CAA is responsible to the CEO for the administrative and logistic support to the Company HQ and the detachments within that Company area, supported as needed by the other members of the PSS and as directed by the CEO.
3. Day to day management of the CAA is undertaken by the Cadet Quartermaster (CQM).

## Main Activities/Tasks

### Management of ACF Properties

4. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.
5. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and submit works services where necessary.
6. Co-ordinate access for contractors and monitor works services on behalf of RFCA;
7. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.

### Stores Management and Accounting

8. Maintain records for each Detachment, within allocated Company area, and account periodically as directed by the CQM for
  - a. Accommodation stores;
  - b. Training stores and equipment;
  - c. Fire safety equipment;
  - d. Publications and manuals.
9. Issue and account for all clothing and equipment on loan to Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from cadets when they leave the ACF.

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

10. Inspect all stores and equipment issued to the Area HQ and each Detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary.
11. Make evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment properly.
12. Assist the CQM to prepare weapons and any controlled stores for Land Equipment Assurance (LEA) Inspections.

### **SHEF Management**

13. Publish the Cadet Commandant's annual SHEF policy statement at the Company HQ and each Detachment.
14. Provide, inspect and test Detachment Fire Orders and position fire exit signs in accordance with the DFX (A) Fire Safety Management Plan.
15. Ensure that each Detachment holds a monthly fire practice and maintains a record.
16. Arrange for portable electrical and electronic appliances to be tested as directed by the RFCA.
17. Provide each Detachment with a first aid kit as supplied by the CQM and ensure that each Detachment operates the accident/incident reporting system as required by the CEO.
18. Liaise with any lodger unit or tenant concerning SHEF matters.
19. Ensure that each Detachment maintains a visitors' log.

### **Range Safety (for those Detachments with a miniature range)**

20. Act as Range Custodian Officer and provide, publish and annually review Range Orders.
21. Publish, and revise annually, a list of authorised Range Conduct Officers for each range.
22. Provide and regularly inspect the Range Log at each range.
23. Attend range safety inspections arranged by HQ London District and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.

### **Security**

24. Attend Company HQ and Detachment security inspections and reviews as arranged by HQ London District and action any subsequent reports.
25. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with the relevant ACSO, that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
26. Monitor, on behalf of the CQM, the correct handling of security keys at Company HQ and Detachments.

### **Cadet Training Away for the Detachment**

27. Assist the Company Commander/Detachment Commander by booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as authorised by the CEO/CQM.

28. Provide the necessary logistic support including messing and accommodation arrangements as directed by the CQM.

### **Assistance to Detachment Commanders and Adult Instructors**

29. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.

30. Ensure that each Detachment is issued with the correct publications and army forms.

31. Assist the Detachment to prepare documentation for the **Annual Inspection**.

32. Liaise with Regular and Reserve Army Sponsor Units and the Cadet Training Team for training support.

### **Competences Required for the Post**

#### **33. Essential Competences.**

- a. Logistics experience, including stores accounting and supply matters;
- b. Familiar with all aspects of military logistic accounts
- c. Intermediate Computer Literacy including Microsoft Office applications.
- d. Have good communication, numeric and interpersonal skills.
- e. Ability to work autonomously and as part of the PSS team.
- f. Be in good health due to the physical nature of the position.
- f. Clean Driving Licence.

#### **34. Desirable Competences.**

- a. Understanding of the military system, possibly with a service background;
- b. Flexibility, multi task, ability to analyse and problem solve.
- c. Understanding of MOD MIS including JAMES and Westminster

### **Additional Duties**

35. This includes but is not limited to:

- as a condition of employment the CAA is required to serve in the Army Cadet Force, at an appropriate rank within the establishment of the relevant ACF Sector;
- as required, by the CEO will attend annual and weekend camps and courses.

### **Health & Safety at Work**

36. 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).
37. 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**

38. 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)**

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

### **Security**

40. Will be required to undergo a Security Clearance (SC) in accordance with the Association Security Requirements.
41. 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**

42. Will be required to undertake a Disclosure and Barring Service (DBS) certificate {previously known as a Criminal Records Bureau (CRB) check as the role includes working with young people.
43. Must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control.
44. 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.
45. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.