



VACANCY NOTICE

20 May 2024

**CADET EXECUTIVE OFFICER – PROFESSIONAL SUPPORT STAFF –  
GREATER LONDON SOUTH EAST SECTOR**

The above vacancy, operating from Hollyhedge House, Wat Tyler Road, Blackheath, London, SE3 0QZ, is vacant from 30 September 2024 and it is hoped that the new incumbent is able to join 2 weeks prior to this on full pay to enable a full handover. 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 £46,749 per annum. This is an 'All Hours Worked (AHW)' contract and as such the individual is required to work up to a maximum of 47½ 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 initial annual leave entitlement of 25 days plus Bank Holidays rising to 30 days after 5 years' service; in accordance with RFCA Staff Regulations may be increased up to 30 days if prequalification criteria are met.

The Cadet Executive Officer is a senior employee of the Association and as such is the professional advisor to the ACF Sector Commandant, working full time to support that person in the execution of their duties. Applicants must have an effective understanding of the MoD and Single Service procedures, as well as a good level of leadership, financial and personnel management and staff expertise. Within the AHW contract they may have to work long and late hours as required. Leading a small team providing the administrative and logistics support to the ACF across the sector, 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. As a condition of employment the successful individual will require to be commissioned into the ACF at the rank of Major. Preferred candidates will have military or cadet force experience at a relatively senior level.

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 and provide satisfactory references. 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. The role includes responsibilities as the Designated Safeguarding lead for the Sector and therefore the successful candidate must complete the NSPCC course at the earliest opportunity, preferably before joining. Course fees and expenses will be paid by the Association.

Application forms may be obtained from the Youth Secretary at [gl-offcadets@rfca.mod.uk](mailto:gl-offcadets@rfca.mod.uk). When completed and signed it must be submitted, with a covering letter and a CV of not more than 2 pages, preferably electronically to the above e-mail or by hard copy 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 **Wednesday, 3 July 2024** and interviews for retained candidates will take place the week commencing 15 July. The interviews may be conducted face to face at Fulham House. The date will be confirmed when retained candidates are informed. This will be a jointly chaired interview/Commissioning Board by this Association and HQ London District.

# JOB DESCRIPTION

**Job Title:** Cadet Executive Officer (CEO)

**Job Grade:** C2 (AHW)

**Department:** Sector Professional Support Staff (PSS)

**Reporting to:** Director Youth & Cadets

## Overall Purpose of Job

1. The Cadet Executive Officer (CEO) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA).
2. He/She is also the professional adviser to the Sector ACF Commandant, assisting him/her to carry out their responsibilities (as defined in the ACF Regulations 2016 Edition Part 1.7).
3. The CEO is responsible for the day-to-day administration of the Headquarters and Cadet Training Centre of the Sector, supported by clerical Administrative Officers (CAOs), a Cadet Quartermaster (CQM), Cadet Stores Assistant (CSA) and a number of Cadet Administrative Assistants (CAAs). The latter are also responsible for the administrative and logistics support to a group of detachments.
4. The CEO is responsible to GL-RFCA in matters of organisation, administration and Health and Safety at work.
5. The CEO is on an All Hours Worked (AHW) Contract that recognises the requirement for additional hours to be worked in the evenings and at weekends and is based on an average working week of 47.5 hours (including lunch breaks). AHW staff do not receive overtime but are to manage the peaks and troughs of their available working hours in accordance with Government's Working Time Regulations.

## Main Activities/Tasks

6. Management of the Professional Support Staff and RFCA employed HQ staff (AOs and cleaners) including annual appraisals, developing objectives, support and training;
7. Management of Public and Non-Public funds in accordance with RFCA Financial Instructions;
8. Act as the Designated Cadet Safeguarding Officer for the Sector responsible for associated training including the annual delivery of the mandatory Safeguarding presentation to all adult volunteers.
9. Act as the Establishment Security Officer (E SyO) as defined by LCSO 2004 Part 4, responsible for the aspects of security as directed by HQ London District;
10. Implementation and administration of all relevant regulations and legislation.
11. Seek to optimise the county organisational structures and deliver effective administration.

12. Administration of the ACF within the Sector including:
  - a. Supporting the Commandant in the planning, delivery and execution of the administration for the annual camp.
  - b. Overall supervision of the Westminster IT system within the Sector Headquarters.
  - c. The collation of statistical information and returns for internal and external management control, including control and allocation of volunteer allowance.
  - d. Support the Commandant in the appointment, vetting and posting of all Officers and Adult Instructors.
  - e. Preparation of documentation in support of ACF Officers Commissions Boards, including the pre CFCB and all CFCB Westbury paperwork.
  - f. Support the raising, disbanding and inspection of detachments.
13. Attendance at GL-RFCA meetings as required and Secretary duties for local committees as directed by the Director Youth & Cadets for GL-RFCA;
14. Provision of advice to the Chain of Command/Commandant on the welfare of cadets and adults when on Cadet activities.

### **Health and Safety**

15. Main responsibilities are to:
  - a. Ensure the delivery of Sector Health and Safety Policy and procedures relating to Army Cadet Force activities throughout the areas of responsibility in the delivery of the 'safe place' on behalf of the Defence Duty Holder.
  - b. 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.
  - c. Establish and approve safe systems of work staff under control and periodically monitor and review those procedures to ensure they remain relevant and valid.
  - d. Identify the SHEF training needs of individuals or groups under control, liaising closely with Headquarters.

### **Liaison**

16. Liaison as required with:
  - a. Sectors and County staffs within other RFCAs;
  - b. District staffs and both Regular and Army Reserve Units (including CTT);
  - c. Affiliated Commanders and staff on ACF matters,

- d. Civil authorities, other cadet forces, youth organisations and education committees, the Metropolitan Police, Project Outreach, etc.
- e. The ACFA (Army Cadet Force Association).

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

#### **17. Essential Competences.**

- a. Effective understanding of the MoD and Single Service procedures and systems;
- b. Good level of leadership, financial and personnel management and staff expertise.
- c. Intermediate Computer Literacy including Microsoft Office applications.
- d. Have good communication, numeric and interpersonal skills.
- e. Energetic, pro-active self-starter, with a strong 'team spirit'.

#### **18. Desirable Competences.**

- a. Flexibility, multi task, ability to analyse and problem solve.
- b. Understanding of MOD MIS including Westminster;
- c. Clean Driving Licence.

### **Additional Duties**

19. This includes but is not limited to:

- a. As a condition of employment, a CEO shall also obtain a commission with the ACF.
- b. As an officer in the ACF and when in uniform, will assume any and all regimental duties as Directed by the Commandant;
- c. Will attend annual and weekend camps and courses in accordance with RFCA Staff Regulations.
- d. Will provide own car, for which a travel allowance will be admissible when on duty. Home to place of work is not an entitlement.

### **Performance and Development Reports (PDR)**

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

21. The CEO will be required to assess and write PDRs, as Line Manager, on the CQM, CSA, CAAs and AOs within the Sector.

### **Security**

22. The CEO will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

23. The CEO will 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.

**Designated Cadet Safeguarding Officer (DCSO) Duties**

24. The details below are not exhaustive but provide the outline of the duties to be performed by CEO as the DCSO.

- a. Advise the Commandant on Safeguarding matters.
- b. Provide advice to Cadet Force Adult Volunteers (CFAVs).
- c. Be prepared to provide the Safeguarding induction briefings to all new CFAVs and Professional Support Staff (PSS).
- d. Be prepared to deliver the Annual Safeguarding Brief to CFAVs or support the Commandant in doing so (this may be delegated to Company Commanders at the Commandant's discretion).
- e. Ensure that any disclosure contained within a DBS Certificate (an Amber DBS) , of a potential CFAV, is correctly staffed and passed to the Nominating Authority (CE via DYC) for a subsequent decision on suitability of the individual as a CFAV.
- f. Manage disclosures in accordance with the ACF Safeguarding Regulations Receive disclosures regarding Safeguarding incidents and inform the appropriate authorities of the disclosure (LADO/Social Services/Police) at the earliest possible opportunity.
- g. Complete the necessary Incident Reports to HQ London District.
- h. Liaise with the Commandant regarding the suspension (without prejudice) any CFAV for which a disclosure is received.
- i. Ensure that the CFAVs Westminster account is suspended.
- j. Nominate an appropriate link with the suspended CFAV.
- k. Once the external agencies, including the Police, have completed their investigations advise the Commandant of the requirement, if relevant, of an internal investigation surrounding the disclosure if no criminal prosecution takes place.
- l. As required attend Multi-agency Safeguarding Hubs and assist with common assessment framework work.
- m. Once all administrative action is completed, a referral is to be made to the *DBS*, in accordance with their procedures.

25. The CEO should ensure that they are fully conversant with the appropriate Safeguarding points of contact within their area of responsibility.

26. In addition to ensuring that the appropriate DCSO training is kept in date the CEO should also attend, where appropriate, any available training provided by the local authorities.

**General Data Protection Requirements**

27. The CEO will be the Information Asset Owner for the Sector Headquarters.

**General**

28. They must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control; when issued to them either on a permanent or temporary basis..

29. Act as the Sector point of contact for the Government Legal Department.

30. 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.

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