

NORTH OF ENGLAND RESERVE FORCES AND CADETS ASSOCIATION

JOB DESCRIPTION

1. Appointment Details:

- a. Job Title: Cadet Administration Officer (CAO)
- b. Job Grade: E1
- c. Department: Cleveland Army Cadet Force (CACF)
- d. Reports to: Cadet Executive Officer (CEO)
- e. Job Purpose: Clerical support for the administration of Cleveland Army Cadet Force

2. General Description of Role:

- a. The CAO is a full-time employee of the RFCA.
- b. The CAO is responsible for providing clerical and administrative support to the Headquarters Professional Support Staff on a day-to-day basis.

PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES:

3. Description of Primary Duties

- a. General Duties.
 - (1) Work in support of A&HQ Company Cleveland Army Cadet Force in all administrative support.
 - (2) Production, printing, display and distribution of Routine Orders.
 - (3) Answering phones, taking and passing on messages.
 - (4) Organise Movements requirements including air, rail and ferry bookings.
 - (5) Coordination of documentation for Established Security Self-Assessment (ESSA).
 - (6) Processing pay and allowance claims (F016) including governance checks.
 - (7) Process paperwork associated with the appointment of Lord Lieutenant's Cadets.
 - (8) Produce H&S documentation in support of the Cadet Quartermaster and CEO.
 - (9) Indent for stationary and publications.
 - (10) Follow the Tracker on Westminster and follow the process. to aid both the CTO & CEO

- (11) Sent up and maintain ParentPay
- (12) Act as local IT systems administrator under the direction or NE RFCA Officer Manager.

b. Disclosure and Barring Service

- (1) Responsible for processing all applications and dispatch to RFCA. Complete checks to ensure reviews are carried out at intervals not exceeding 5 years. Forms are to be processed at least 3 months before renewal dates.

c. Security Clearance

- (1) Responsible for processing all new DBS applications for Security Clearance and re-submission prior to the 10 year renewal point.

d. Westminster and Joint Personnel Administration (JPA)

- (1) Data input to WESTMINSTER MIS of CFAV & Cadets (or audit of information if input is by individual) and maintenance of the Forecast of Events. This includes preparation of all documentation for Potential Adult Instructors (PIs) and governance checks.
- (2) Upload data to JPA system; this will include pay and allowances and be the Focal point for JPA queries.
- (3) Budget forecasting and monitoring pay and allowances.
- (4) Collate and process to North of England, RFCA the information necessary to manage CFAV careers.
- (5) Be responsible for the production of all routine and exceptional reports on personnel matters from Westminster.

4. Description of Secondary Duties

- a. Be familiar with the responsibilities of CAO2 and provide cover during absences.
- b. Process injury claims and manage the Accident Reporting procedure.
- c. Perform duties in a manner that is compatible with safe working practices and in accordance with the Chief Executive, North of England RFCA's SHEF Policy Statement.

5. Staff Responsibilities – ITSO for RFCA

6. Budget Responsibilities – work with AO1 on Pay each month.

Cleveland Army Cadet Force Cadet Admin Officer

PERSON SPECIFICATION

| Serial | Competence | Essential | Desirable | Evaluation | Comments |
|--------|--|-----------|-----------|------------|---------------------------------------|
| 1 | A self-starter, highly organised and a team player with the ability to work effectively without close supervision. | ✓ | | AF / I | |
| 2 | Good communication, numeric and interpersonal skills. | ✓ | | AF / I | |
| 3 | A flexible attitude to output driven work requirements | ✓ | | AF / I | |
| 4 | Understanding the volunteer ethos | ✓ | | I/EI | |
| 5 | Able to work with people with different abilities and in a mixed Military/Civilian environment | ✓ | | AF / I | |
| 6 | Able to operate all office machinery including telephone switchboard. | ✓ | | AF / I | |
| 7 | Have strong IT skills, particularly Microsoft Word and Excel but with the ability to learn and use bespoke Management Information Systems (MIS). | ✓ | | AF / I | Bespoke MIS training will be provided |
| 8 | Full Driving Licence | ✓ | | AF / I | |
| 9 | Willingness to work evenings and weekends | | ✓ | EI | |

AF – Application Form, I – Interview, PA – Practical Assessment, EI – Evidence

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| 6 | Able to work with people in a mixed Military/Civilian environment | ✓ | | AF / I | |
| 7 | Able to operate all office machinery | ✓ | | AF / I | |
| 8 | Have strong IT skills, particularly Microsoft Word and Excel and Powerpoint but with the ability to learn and use bespoke Management Information Systems (MIS). | ✓ | | AF / I | MIS training will be provided |
| 9 | Full UK Driving Licence | ✓ | | AF / I | |

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