**NORTH OF ENGLAND RESERVE FORCES AND CADETS ASSOCIATION**

**JOB DESCRIPTION**

1. Appointment Details:
   1. Job Title: Cadet Administration Assistant (CAA)
   2. Job Grade: E1 (All Hours Worked)
   3. Department: Cleveland Army Cadet Force (CACF)
   4. Reports to: Cadet Executive Officer (CEO)
   5. Job Purpose: To provide administrative support for Cadet activities

as directed by the CEO and Cadet Quartermaster

(CQM).

1. General Description of Role:
   1. The CAA is to provide administrative support to one of the Companies of NACF as detailed by the CEO, in order to enable cadets to train safely and effectively, and to carry out other tasks as and when detailed by the CEO. Key tasks include:
      1. The day to day responsibility for the control and security for all weapons, stores, vehicles, real estate and ammunition on charge to the Company.
      2. Ensuring that the Company Officers and AIs are aware of and adhere to all legislation, direction and orders pertaining to; SHEF, (H&SAW), the use of ammo, weapons, vehicles and training areas RAMs, RASPs , EASPs etc.
      3. Provision of advice and all of the admin support that the Company require to train and operate, safely and effectively.

**PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES:**

1. Description of Primary Duties
   1. Control & Security of weapons, Stores, Vehicles, Real Estate and Ammunition.
      1. Ensure that detachments complete their mandatory weapons checks as programmed.
      2. Personally complete quantity checks weekly and registered numbers check of all weapons on charge to the Company on a monthly basis – recording the results and passing them to the USO.
      3. Ensure that all Officers AIs in the Company are conversant with Standing Orders/Security Ins/ SOPs for the security of weapons & ammunition.
      4. Ensure that all eqpt on charge to, or owned by the Coy, is in a serviceable condition and that the accounts for it are accurate. Conduct an audit of the same annually producing the results to the CQM/CEO.
      5. Ensure that all Off/AIs are conversant with the rules for using PHT/Mil vehs and that they fully comply with them.
      6. Produce and maintain through the CQM a list of works required throughout the Company estate and strive to ensure that those works are completed.
      7. Maintain an up to date library of all G4 instructions/manuals as they apply to the Coy.
   2. Health & Safety at Work (SHEF).
      1. Responsible for the implementation of all H&SAW direction, policy, and orders, across the Company estate as issued by or through the Cadet QM.
   3. Accommodation & Accommodation Stores.
      1. Maintain a central register for all accommodation stores held within the Coy.
      2. Responsible for all repairs/exchanges within the Coy
      3. To conduct a conditioning board annually of the Coy’s accommodation/stores.
   4. Training
      1. Be the first external point of contact for the Coy on any administrative points as they effect trg matters, giving advice/guidance/direction on that administration as appropriate.
      2. Prevent unnecessary loss or damage to eqpt and injury to individuals.
2. Description of Secondary Duties
   1. Conduct County rotational duties, MT, Security, Armouries, and Accommodation both in Barracks and on annual camp.
   2. Any other task as detailed by the CEO commensurate with grade experience and qualifications/training.
   3. Attendance at Annual Camp is mandatory.
   4. A CAA must serve in the Army Cadet Force either as an Officer or Adult Instructor. If granted a Reservist General List Group B commission, in line with all ACF officers, he/she will hold the rank of substantive lieutenant, but may be granted the acting rank of captain, and will be subject to Military Law at all times.
   5. 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.
3. Staff Responsibilities - Nil
4. Budget Responsibilities - Nil

# Durham Cadet Force Cadet Admin Assistant

**PERSON SPECIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial | Competence | Essential | Desirable | Evaluation | Comments |
| 1 | Previous stores/warehouse experience. | ✓ |  | AF |  |
| 2 | Attend Health and Safety Basic Course (once in post). | ✓ |  | AF / I |  |
| 3 | Hold a current Cat B driving licence | ✓ |  | AF / I |  |
| 4 | Be IT literate, with particular experience in using MS Office applications. | ✓ |  | AF / I |  |
| 5 | Previous military stores experience |  | ✓ | AF / I |  |
| 6 | Previous military experience |  | ✓ | AF / I |  |
| 7 | Qualified or relevant experience in Health and Safety matters. |  | ✓ |  |  |
| 8 | Fire NCO trained. |  | ✓ | AF / I |  |
| 9 | First Aid at Work Qualified. |  | ✓ | AF / I |  |
| 10 | Knowledge of Military Security procedures. |  | ✓ | AF/I |  |
| 11 | Limited experience of Military Transport procedures. |  | ✓ | EI |  |
| 12 | Hold a current Cat C and C&E driving licence. |  | ✓ | AF / I |  |
| 13 | Hold a current Cat D1 and D1&E driving licence. |  | ✓ |  |  |

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