

COUNCIL OF RESERVE FORCES' AND CADETS' ASSOCIATIONS

Job title D Grade Cadet Admin Officer

Location Although the initial place of duty for this position will be Chetwynd Barracks, Nottingham it is expected that the post will move to Cottesmore by no later than September 2018. The agreement to transfer is a precondition of employment in this role. Should the move to Cottesmore take place the incumbent will receive a travel allowance to offset the cost of any increased mileage between the incumbent's home and new place of duty. The allowance will continue until the 31 March 2020 or the termination of the contract whichever is sooner.

Fixed Term Contract to 31 Mar 20.

Salary £24,934 per annum.

1. Background.

A new position has been established for a Cadet Admin Officer post , employed by the East Midlands Reserve Forces and Cadets Association.

As part of the expansion of cadet units in schools under the Cadet Expansion Programme (CEP) there is a requirement to provide an enhanced level of support to participating schools. As a result there is a need to support the Bde SO2 Cadets.

2. Main Objectives.

- a. Support SO2 Cadets and work with SO3 Cadets (where established) with the delivery of the CCF within Bde AOR and specifically the delivery of the CEP within AOR.
- b. Establish and manage the reporting process for the CEP to inform the CEP Dashboard.
- c. Ensuring that records are kept on all CCF contingents within the Bde Area of Responsibility (AOR).
- c. Answer queries from Schools, Regional Command and Single Service (sS) HQs on CEP and other CCF matters.

3. Detailed Tasks.

- a. Establish and maintain CCF records within the WESTMINSTER management information system and on the Defence Information Infrastructure (DII) platform
- b. Establish and manage the reporting process for the CEP to inform the CEP Dashboard. Ensuring demanding timelines are met.
- c. Ensure that all CCF records recorded on WESTMINSTER and DII are accurate and up to date and take ownership of the recording and monitoring process.
- d. Ensure that CCF Contingents update WESTMINSTER to record all cadets, Cadet Force Adult Volunteers (CFAV) and events identifying training needs where record keeping is not up to date.
- e. Work with School Cadet expansion Officers (SCEOs), Cadet Training Teams (CTT) and sS HQ's to bring schools from approval to parading as part of CEP.

- f. Manage on behalf of the SO2 Cadets the commissioning of CFAVs within the Bde AOR and ensure that the process of commissioning is conducted in a timely manner.
- g. Manage on behalf of the SO2 Cadets the Inspection regime for both CCF and ACF
- h. Manage on behalf of SO2 Cadets the process for cadet overseas training applications
- i. Deputise for the SO2 Cadets within Bde HQ Cadet branch as required.

4. Terms and Conditions of Service.

- a. Employed by East Midlands Reserve Forces and Cadets Association as a Grade D Crown Servant on fixed term contract which expires on 31 Mar 20.
- b. Salary of £ 24,934 per annum.
- c. Contracted for 37 hours per week with normal working hours from 0830 to 1630. Overtime is not payable but time off in lieu will be permitted where appropriate.
- d. Reasonable travel and subsistence expenses will be refunded in line with current RFCA Staff Regulations.
- e. An annual leave entitlement of 25 days (which may be increased to 30 days if prequalifying has been achieved) plus Bank Holidays in accordance with RFCA Staff Regulations.
- f. Although employed by East Midlands Reserve Forces and Cadets Association the successful candidate will work with and be directed on a day to day basis within the Bde HQ.

5. Essential Attributes.

- a. Computer literate.
- b. Ability to communicate both orally and in writing.
- c. Ability to work autonomously with limited supervision.
- d. Good demonstrable organisational skills.

6. Qualifications. Microsoft Office skills desirable.

7. Additional Requirements. The incumbent will be required to undergo a Security Clearance and a Disclosure and Barring Service check as a condition of employment.