

EAST MIDLANDS RESERVE FORCES AND CADETS ASSOCIATION

JOB DESCRIPTION

APPOINTMENT DETAILS

1. **Job Title** Cadet Quartermaster (CQM)
2. **Job Grade** D (AHW)
3. **Department** Leicestershire, Northamptonshire & Rutland ACF
4. **Reporting to** CEO Leicestershire, Northamptonshire & Rutland ACF

Date last reviewed: 01 Feb 19

Date of next review: 01 Jul 19

GENERAL

5. The CQM is responsible for all G4 matters and some G1 matters within the County in accordance with policy laid down by the RFCA and MOD. The key areas are:

- Correct management and accounting of all stores.
- Maintenance of stores and equipment.
- County lead on HSW.
- Estate Management including compliance with SHEF legislation for the estate
- Control, management and maintenance of MT assets.
- Management of rationing.
- React to 7 Inf Bde requests as instructed by CEO.
- Miscellaneous duties including: Deputise for CEO, Camp recces, Line Manager of the CSA, CAAs, CTC Manager and cleaners.
- Facilities and SHEF management of the CTC

OBJECTIVES

6. Correct management and accounting of all stores:
 - Manage and account for stores in accordance with MOD regulations.
 - Control and Co-ordinate Demand, Receipt and Issue of stores iaw Main Eqpt Lists.
 - Control and Co-ordinate Demand, Receipt and Issue of ORP.
 - Control and Co-ordinate Demand, Receipt and Issue of Loan stores.
 - Control and manage all weapons and ammunition allocated and their correct storage as Arms & Ammunition Security Manager (AASM).
 - Purchase of additional cleaning materials.
 - Maintain Main Account Ledgers and a Special Stores Register.
 - Carry out regular stock checks of all items held at County and held by CAAs. Present findings to CEO having taken corrective action on all surpluses and discrepancies.

- Prepare for and undertake Mandatory Inspections (eg, LSA&I, LEA, SHEF etc) and RFCA staff visits.
 - Administer and utilise G4 Westminster system.
7. Maintenance of Stores and Equipment:
- Maintain all stores and equipment as directed in the ES Policy and by the RFCA.
 - Laundry/Dry Cleaning, Recovery of Clothing compilation of Documentation for write off action.
 - Preparation of AFG 8800 Workshop Repairs plus JAMES management
 - Security and Control on County Magazines and Armouries.
 - Inspecting Arms and Ammunition Check Books.
 - Only enable SAFE training in accordance with the Safe System of Training and policy as issued primarily by CEO and Commandant (as DDH) as appropriate. DDH has primacy.
8. **HEALTH AND SAFETY AT WORK:**
- Qualify in Health & Safety in the Workplace at IOSH/NEBOSH Level 3.
 - Attend and pass a Risk Assessment, COSHH, Radiation qualifying courses.
 - County Unit Safety Advisor iaw the ACF Safety Manual.
 - Provide professional and technical advice to Commandant (as DDH) and CEO on Equipment Management, Health & Safety, COSHH Fire safety, Catering and Fuel efficiency.
 - CQM acts as the County 4CDH nominated by Commandant and responsible for administering CAAs acting as Area Custodians for their detachments.
 - County Fire and Radiation Officer. Maintain Fire Diary. Ensure Serviceability of Fire Equipment. Direct radiation safety.
 - Manage the register of Risk Assessments for buildings and sites.
 - Verify that Fire, Health & Safety, COSHH and Radiation policy is actioned.
 - Arrange and undertake external and internal SHEF Inspections.
 - County Representative on RFCA Health & Safety Committee.
9. **ESTATE MANAGEMENT:**
- Focal Point between RFCA Estates, CAAs and Volunteers.
 - Focal Point and Energy Saving Warden/Coordinator working with RFCA ResO
 - Co-ordinate submission of Fault Reports for building repairs from County assets and progressing them as necessary.
 - Co-ordinate access to County sites for contractors for major programmes of work and act as liaison between contractors and CAAs where appropriate.
 - Overall control and management of CTC, including HO/TO, building repairs, security and fuel efficiency.
10. **CONTROL, MANAGEMENT AND MAINTENANCE OF MT ASSETS:**
- Organisation of repairs, Servicing, MOT of all vehicles including trailers.
 - Manage ACF vehicles iaw Cadet Annex to JSP 800 (when issued) within the Defence Logistic Framework

- Control and issue of ERIC Keys fuel cards and receipts and Agency fuel cards and receipts.
- Manage Fuel Account in respect of MOD Fuels and RFCA Fuels.
- Familiarise drivers in accordance with MiDAS.

11. MANAGEMENT OF RATIONING:

- Preparing forecast of requirements of rations to Bde HQ.
- Arrange and manage Short Term Catering Contracts (STCC).

12. MISCELLANEOUS. DIRECTED BY THE CEO:

- Carry out Annual Camp Recce and follow up Recce.
- Deputise as the CEO in his absence including aspects of Safeguarding
- Supervise G4 Responsibilities of CSA and CAAs.
- Hold monthly G4 Meetings with G4 staff including CEO where required.
- Supervise and administer Cleaners where applicable.

Appraisal Reporting Chain

13. The Cadet Executive Officer will be the first Reporting Officer. The Deputy Chief Executive will be the Countersigning Officer.

Appraisal Responsibilities

14. The CQM will be the first Reporting Officer for the Cadet Admin Assistants (CAAs)

Health and Safety Responsibilities

15. The CQM is to comply with the SHEF responsibilities of the RFCA.

R Breeze
Cadet Executive Officer 01 Feb 19

CQM 01 Feb 19