



JOB DESCRIPTION

APPOINTMENT DETAILS

1. **Job Title:** Cadet Executive Officer (CEO)
2. **Job Grade:** C2
3. **Department:** Designated County Army Cadet Force
4. **Reporting to:** Deputy Chief Executive EM RFCA

General Description of Responsibilities

You will be the principal Staff Officer and advisor to the Cadet Commandant. You will provide leadership, mentoring and direction to your county RFCA Permanent Support Staff (PSS). Additionally, you will encourage, empower and enable your PSS to deliver a first class logistic and administration service to best enable county Cadet Force Adult Volunteers (CFAVs) deliver the Cadet Experience. Your principal responsibility is to the RFCA Chief Executive for the professional administration of the Army Cadet Force in your county. Your secondary responsibility is to assist your Commandant in carrying out their responsibilities as laid down in relevant ACF regulations.

MAIN RESPONSIBILITIES

You will develop both the PSS and the CFAV cohort to better deliver the cadet experience, and you provide support to the Commandant for the recruitment, selection, vetting, and enlistment and administering of all volunteers. You will assist the cadet chain of command to identify and nurture those CFAVs who have the key skills, knowledge and ability for further development and progression.

You are the Designated Safeguard Lead (DSL) of your county and you will act as the principal advisor to the Commandant on all Safeguarding matters. You will provide guidance and support to CFAVs and PSS on all matters concerning Safeguarding and you will liaise with and be the primary link between Regional Command Safeguarding Hub, the Army Regional Headquarters responsible for Cadets, local Police, LADO and parents. You will ensure that all PSS and CFAVs are appropriately trained and current in their Safeguarding duties/responsibilities.

You will support the Commandant in the management and control the allocated volunteer allowance and ensure CFAVs understand their entitlement in accordance with regulations and policy. Additionally, you will efficiently manage all public funds delegated to you by the RFCA as well as supervise and audit those non-public funds of the County in accordance with regulations.

In accordance with the Commandants plans, and on direction from the RFCA, you will assist with establishing new cadet detachments in order to deliver the cadet experience to as many young people as possible. You will also assist with the closure of detachments and where necessary liaise with the Army Regional Headquarters and Deputy Chief Executive of the RFCA as to the rationale behind such actions.

You will liaise with the Army Regional Headquarters and the RFCA on all aspects of security and security inspections of the County HQ and all cadet detachments within your area of responsibility and facilitate visits and inspections in accordance with regulations.



**EAST MIDLANDS
RESERVE FORCES AND CADETS ASSOCIATION**

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You are to ensure the effective maintenance, management and administration of all cadet detachments via your PSS, including cadet training centres (CTCs), all ranges and outside training areas. Where possible, you are to liaise and support other cadet organisations and youth groups and make available to them, those training assets you manage, without detriment to the delivery of the cadet experience to the Army Cadet Force of your county. You are to develop close links with the Regions Cadet Training Team and encourage and foster mutually beneficial cadet training opportunities.

You will be intimately involved with the provision of support to the delivery of all cadet training activity, particularly the cadet annual camps. You will ensure your PSS provide timely and professional support, advice and guidance to the CFAVs, in order that they can better deliver the cadet experience.

You are to be a champion of your ACF and cadets in general and you will liaise with local authorities, youth and education committees, schools, and other Cadet Forces and youth organisations in the County. You are to attend meetings as required by the Cadet Commandant and RFCA and act as the Secretary to the RFCA County Committee Meetings.

You are to support the Commandant in the preparation of the county annual ACF Management Plan and provide reports and returns as required by the Army Regional Headquarters and the RFCA.

Your role includes the leadership, coaching and mentoring of the PSS within your County. You are to deal with all discipline and welfare issues of your PSS and conduct annual appraisals in accordance with RFCA policy. You will provide close liaison with the RFCA Deputy Chief Executive on all PSS matters. Additionally, you are to advise the County Commandant on matters of CFAV discipline and welfare in accordance with ACF Regulations.

You will advise the Commandant on all statutory regulations affecting the ACF including the ACF Regulations, The Children Act, the Food Safety Act, Works Regulations and the Health and Safety at Work (H&SW) Act. You are responsible to the Chief Executive for Health and Safety matters relating to the PSS for whom you are responsible and the Association's property charged to your County.

As a condition of your employment you will be required to be a member of the ACF of your county and on appointment, you will hold the rank of Major (ACF).

ADDITIONAL TRAINING

You will be required to complete and pass the Level 4 Designated Safeguarding Lead course, delivered by the NSPCC within 3 months of taking up your appointment. Additionally, within 4 months of taking up the post you must attend the Senior Officers course at the Cadet Training Centre (CTC), Frimley Park.