

# EAST MIDLANDS RESERVE FORCES AND CADETS ASSOCIATION

## JOB DESCRIPTION

### **APPOINTMENT DETAILS**

1. **Job Title** Administrative Officer (AO)
2. **Job Grade** E1
3. **Department** Derbyshire ACF
4. **Reporting to** Cadet Executive Officer (CEO)
5. **General Description of Responsibilities**

The AO is an employee of the Reserve Forces and Cadets Association and is responsible for clerical and administrative support to Derbyshire ACF. He/she is answerable directly to the CEO.

### **MAIN RESPONSIBILITIES/TASKS**

6. To assist in the day to day running of the Admin Office and the management of County HQ.
7. Answer and deal with incoming telephone calls and emails, including group mailbox emails.
8. Sort incoming mail and deal accordingly. Post outgoing mail and maintain Postal Expenditure Account.
9. To photocopy and distribute documents as required including publications.
10. Assist with maintaining Office and Personal files, labels, day-to-day filing and shredding of documents. Maintain Office File Register.
11. Manage Joiner Tracker for both Adult Volunteer and Cadet enquiries on the Westminster Database.
12. Gather and process new adult volunteer paperwork for the application of an Enhanced DBS.
13. Liaise with the ACF County Training Wing (CTW) regarding candidates eligible to attend Familiarisation and Assessment (FAM). Invite candidates to attend FAM and maintain register of attendance.
14. Prepare packs for the President of the FAM Board.
15. Attend FAM if required to gather outstanding paperwork from candidates to complete application process.
16. Enlist candidates as CFAV's on Westminster Database and create personnel record.
17. Create new JPA record for CFAV, including pay details.

18. Provide assistance and statistics to CEO and CAAs as required from the Westminster Database, type, prepare and photocopy work as required.
19. Programme and manage Detachment Inspection Reports and monitor progress until completion.
20. Apply, manage and review Security Clearance applications.
21. Deal accordingly with relevant data belonging to Officers/Adult Instructors personal documentation and database records.
22. Assist with control of access to County HQ.
23. Be computer literate with a working knowledge of MS Office applications WORD, EXCEL and OUTLOOK.
24. Maintain Dignitary database for associated County hosting and events.
25. Assist CEO with planning and hosting of VIP events, including HM Lord-Lieutenant's Award Ceremony.
26. Assist CEO and QM with meetings held at County HQ, including meeting and greeting visitors and planning and preparing working lunches.
27. Other duties of an administrative nature that add to the efficient management of the County HQ.