

# **East Midlands Reserve Forces and Cadets Association (EM RFCA)**

## **JOB DESCRIPTION**

### **1. APPOINTMENT DETAILS**

**Job Title:** Cadet Quartermaster (CQM) Lincolnshire ACF  
**Job Grade:** D All Hours Worked (AHW)  
**Department:** Lincolnshire Army Cadet Force (Lincs ACF)  
**Reporting to:** Cadet Executive Officer (CEO) Lincolnshire ACF

Date last reviewed: 29<sup>th</sup> September 2026

Date of next review: 1<sup>st</sup> July 2027

### **2. GENERAL**

The CQM is responsible for providing an efficient and professional logistics service to Lincolnshire Army Cadet Force (Lincs ACF) in order to support and enable Cadet Force Adult Volunteers (CFAV) to deliver a fun, exciting and safe cadet experience in accordance with MOD policy.

In the absence of the CEO, the CQM is to deputise for them and, therefore, is to be aware of the CEO's main responsibilities including Deputy Safeguarding Officer.

As a condition of their employment, the CQM, shall, on taking up the appointment, volunteer to serve in a rank not exceeding the paid acting rank of Captain within the establishment of the relevant county or equivalent ACF. He is entitled to receive up to 28 ACF paid training days per annum at ACF rates of pay.

### **3. RESPONSIBILITIES**

#### **a. Stores Accounting:**

- The maintenance of main County Stores Accounts through Westminster Stores applications.
- The implementation of a system of control and co-ordination for the secure storage, receipt, issue and accounting of weapons, ammunition, clothing, equipment, vehicles and stores (including training stores, accommodation stores and loan stores) between County HQ, Area HQs and Detachments.
- Maintenance of Special Stores Registers.
- Preparation of AFs G 8800 for weapons requiring workshop repair, and supervision of back-loading and, where necessary, replacement.

- Control of public accounts in respect of rations, clothing and losses.
- Recovery of clothing and compilation of documentation for write-off action.
- Control and management of weapons and ammunition allocated to the county, including their correct storage in accordance with regulations.
- Maintenance and accounting for the ACF County owned stores.
- Preparation of all county accounts and ledgers for audit and stocktaking by RFCA and LSA&Is by HQ Centre Log Sp branch

**b. Checks and Examinations:**

- Stocktaking and managerial examination of accounts including Equipment, Miscellaneous, Loans, Rations, Medical and Accommodation accounts for all Areas and Detachments.
- Visits to Areas and Detachments in conjunction with CAA to inspect aspects of their responsibilities.
- Checks on stores and accommodation at area HQ and Detachments on changes of command.
- Ensuring corrective action is taken on all external inspection (Fire, Range, ECI) reports.

**c. Accommodation and Accommodation Stores:**

- Raising works services for building repairs.
- Supplying, maintaining and replacing furniture and furnishings equipment within the County.

**d. Supervision:**

- Supervision of responsibilities of CSA and CAAs and follow up action on CAA Detachment reports.
- Overall control of County HQ and the County Cadet Training Centre (CTC).
- Supervising Officer for short term catering contracts and contract catering at DTE.
- Management of the county laundry and dry cleaning contract.
- Supervision and administration of County HQ/CTC Cleaner

**e. Support to Training (including Camp) and Activities:**

- Arrange for logistic support to weekend training and activities at county level and, where necessary, arrange for temporary loans from appropriate sources of items needed to support such training and activities.
- Demand, collection and return of all loan items issued for annual camps.
- Detailed allocation of sub unit accommodation for annual camps including handover/takeover.
- Indenting for and the management of Operational Ration Packs (ORP) from Log Sp.
- Ensure Cadet and CFAV Meal contributions are collected and paid to designated Imprest Account.

**f. Provision of Advice and Direction of Policy:**

- Indenting for and distribution of official publications, army forms, manuals and maps
- Provide professional advice to the CEO on such matters as catering, weapons, ammunition and equipment management, hazardous substances, fuel efficiency, vehicle management and building maintenance.
- Assist the CEO in the production and implementation of the SHEF Management Action Plan.
- Direct and supervise the CAAs on frost precautions to be taken at ACF properties.

**g. County Motor Transport Officer (MTO).** The CQM is to be the county MTO in which capacity they are to:

- Maintain an up-to-date list of authorised drivers through Campbell, checking licence and competencies.
- Carry out familiarisation training.
- Publish MT Standing Orders and control all vehicle documentation, issued Driving Permits and vehicle accident report forms.
- Be responsible for the overall organisation and control of county vehicles & trailers, including repairs, servicing, MOT and allocation of vehicles to Areas and Detachments for training.
- Arrange the hire of vehicles as required, through HQ Centre.

#### **h. SHEF**

- You will comply with all H&SW regulations and ensure that your staff are also compliant in all H&SW matters, in accordance with current legislation, policy and guidance.
- Ideally you will be qualified in H&SW at IOSH/NEBOSH Level 3, and you will have qualifications or experience with Risk Assessment, COSHH, Radiation Safety courses.
- The CQM is to act as the County Fire Officer and, in accordance with the DFR Fire Safety Management Plan, issue the fire safety equipment, orders and signs for all ACF properties, supervise the regular testing of equipment and action any reports or inspection recommendations.
- The CQM is to be the County representative on the RFCA Health and Safety Committee.
- The CQM is to be the focal point for the preparation of site risk assessments for ACF properties within the county covering buildings and external areas and, where appropriate, manual handling and work equipment.
- The CQM is to be the energy and fuel efficiency officer for the County on behalf of the RFCA Chief Executive.

#### **i. Security**

- The CQM is to act as the County Assistant Unit Security Officer and is to control the security arrangements for alarmed armouries, the County ammunition store and all security keys.
- The CQM is to carry out other instructions and duties as directed by the CEO consistent with his employment grade.

#### **j. Support Cadet Activity**

- You are to assist the CEO and Commandant in the delivery of all cadet activities. You will conduct recces for annual camp and other activities, as appropriate. You will be familiar with and compliant in all Safeguarding matters and will have a “Child Centric” approach to all activity.
- When required, you are to deputise for the CEO and represent them at internal and external meetings.