**HIGHLAND RESERVE FORCES AND CADETS ASSOCIATION**

**ROLE SPECIFICATION**

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| **Job Title** | Cadet Stores Assistant (CSA) |
| **Pay Band** | E1 (AHW) |
| **Department** | Army Cadet Force Professional Support Staff |
| **Line Manager** | Cadet Executive Officer (CEO) The Argyll and Sutherland Highlanders Battalion, Army Cadet Force |
| **Countersigning Officer** | Deputy Chief Executive |

**General Description**

1. The Cadet Stores Assistant (CSA) is a full-time Crown Servant employee of the RFCA. The CSA, in consultation with and as directed by the CEO and the Cadet Quartermaster (CQM), is responsible for the management of the full range of equipment and stores to support the ACF battalion at Headquarters, at Weekend Training Centres (WETCs) and in cadet detachments.

**Specific Responsibilities/Duties**

2. Demand materiel required to support ACF training from the Main equipment List (MEL).

3. Receive all materiel, check against documentation for quantity and quality, and bring to account.

4. Maintain stock book for receipts and issues and all other relevant paperwork as per Joint Services Publication (JSP) 886.

5. Operate the WESTMINSTER stores accounting package (training will be given if necessary).

6. Prepare paperwork for disposal, writes off, issues and receipts.

7. Condition returned stores for cleanliness, repair and general serviceability.

8. Submit demands for replenishment.

9. Prepare stores for issue at weekend training.

10. Prepare uniforms for issue.

11. Demand, account for and issue ACF ration packs

12. Carry out deliveries and collections to/from outside agencies (e.g. workshops, tailors).

13. Prepare accounts for inspections.

14. Dispose of packaging in line with waste management and environmental policies.

15. Maintain stores areas in a tidy and workmanlike condition.

16. Stand in for the CQM as and when required.

**Special Requirements (qualifications, equipment skills etc)**

17. **Essential**.

* Previous stores/warehouse experience to at least City and Guilds Level 3/CILT Level 3 or equivalent.
* Be IT literate, with particular experience in using MS Office applications.
* Hold a current Cat C1 + CE driving licence.

18. **Desirable**.

* Previous military stores experience (ideally at RQMS level).
* Previous military experience.
* Qualified in Health and Safety to NEBOSH Level 3 (or in the process of gaining it).
* CIEH Level 3 Fire Safety qualified (or equivalent).
* First Aid at Work qualified.
* Knowledge of military security procedures (JSP 440).
* Experience of experience of military transport procedures (JSP 800).
* Hold a current Cat D1 or D+E driving licence
* ECDL is an advantage

 **Other features of the job**

19. It is a condition of employment that the post holder is to volunteer to enrol as an adult volunteer in the ACF, either as an officer or adult instructor in accordance with RFCA Staff Regulations 2017.

20. The post holder is required to attend ACF and weekend training under the provisions of RFCA Staff Regulations.

21. ACF service will attract the appropriate level of ACF remuneration and allowances within authorised limits.