**HIGHLAND RESERVE FORCES AND CADETS ASSOCIATION**

**JOB DESCRIPTION**

1. **Appointment Details**:
	1. Job Title: Cadet Executive Officer (CEO)
	2. Job Grade: C2 (All Hours Worked)
	3. Department: Argyll and Sutherland Highlanders Battalion Army

 Cadet Force (A and SH Bn ACF)

* 1. Reports to: Deputy Chief Executive (DCE)
	2. Job Purpose: Operational direction, management and

 delivery of A and SH Bn ACF admin support.

1. **General Description of Role**:
	1. The CEO is a Crown Servant and a full-time civilian employee of the Reserve Forces’ and Cadets’ Association for the Highlands (HRFCA).
	2. The CEO is employed as the senior professional adviser to the ACF Battalion Commandant (Comdt), assisting the Comdt to carry out their responsibilities (as defined in the current ACF Regulations).
	3. The CEO is responsible to the Comdt for the day-to-day administration of the Battalion and its associated cadet estate, supported by clerical Administrative Officers (AOs), a Cadet Quartermaster (CQM), Cadet Stores Assistant (CSA) and a number of Cadet Administrative Assistants (CAAs).
	4. The CEO is responsible to HRFCA in matters of the organisation, direction, management and administration of the Professional Support Staff (PSS) and AOs, and their Health and Safety at work. He/she supports HRFCA estate staff in their management of the Battalion’s cadet estate.

**PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES:**

**Main Activities/Tasks**

1. The delivery of administrative and logistic support to A and SH Bn ACF in accordance with ACF Regulations and the relevant Army and Joint Service regulations and publications.
2. The management of the PSS and RFCA employed HQ staff (AOs and cleaners) including annual appraisals, developing objectives, support and training.
3. The CEO is the Designated Safeguarding Lead (DSL)[[1]](#footnote-2) for the Battalion responsible to the Comdt and 51 Inf Bde. Additional detail is found at paragraphs 15 to 17 below.
4. The CEO is the Establishment Security Officer (E SyO) as defined by LCSO 2004 Part 4, responsible to 51 Inf Bde.
5. The CEO is the Data Protection Coordinator for the Army and HRFCA ICT systems in the Battalion.
6. The delivery of timely and accurate reports and returns to HQ RC, 51 Inf Bde and HRFCA.
7. Advice to the Comdt and HRFCA on the optimisation of Battalion organisational structures for the delivery of effective administration.
8. Attendance at HRFCA meetings and events as required.
9. Provision of advice to the battalion chain of command on welfare support to cadets and adults when on Cadet activities.
10. The administration, proper use of, and reasonable care of any HRFCA, Army or hire vehicles, and ancillary equipment under their control.

**Health and Safety**

1. The main Health and Safety responsibilities are to:
	1. Provide advice to the Comdt on the delivery of Battalion Health and Safety Policy and procedures relating to A and SH Bn ACF’s activities in support of the delivery of the ‘safe place’ by HRFCA.
	2. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
	3. Establish and approve safe systems of work for the PSS and HRFCA employed staff under his/her control and periodically monitor and review those procedures to ensure they remain relevant and valid.
	4. Identify the SHEF training needs of the PSS and HRFCA employed staff under his/her control.

**Liaison**

1. Liaison as required with the following:
	1. Battalion staff within other RFCAs.
	2. RPOC staff and both Regular and Army Reserve Units (including the Cadet Training Team).
	3. Affiliated Commanders and staff on ACF matters.
	4. Civil authorities, other cadet forces, youth organisations and education committees.
	5. The ACFA (Army Cadet Force Association).

**Designated Safeguarding Lead (DSL) Duties[[2]](#footnote-3)**

1. The details below are not exhaustive but provide the outline of the duties performed by CEO as the DSL.
	1. Advise the Commandant on Safeguarding matters.
	2. Provide advice to Cadet Force Adult Volunteers (CFAVs).
	3. Prepare and provide the Safeguarding induction briefings to all new CFAVs and Professional Support Staff (PSS).
	4. Prepare and deliver the Annual Safeguarding Brief to CFAVs or support the Commandant in doing so.
	5. Provide advice to the DCE on decisions whether to approve an individual with disclosure information on his/her PVG certificate.
	6. Manage all disclosures in accordance with applicable laws and the ACF Safeguarding Regulations. Receive disclosures regarding Safeguarding incidents and inform the appropriate authorities of the disclosure (Social Services/Police) at the earliest possible opportunity.
	7. Complete the necessary Incident Reports and updates to 51 Inf Bde and Comdt, and complete any necessary follow up action.
	8. On completion of all administrative action, make a referral to Disclosure Scotland if a scheme member’s behaviour justifies this.
2. The CEO is to ensure that he/she is fully conversant with the appropriate Safeguarding points of contact within their area of responsibility.
3. In addition to ensuring that the appropriate DSL training is kept in date the CEO should also should seek to develop his/her knowledge in this area by attending appropriate external courses as agreed with DCE HRFCA.

**Financial and Budget Responsibilities**

1. These include:
	1. Control of, in consultation with the Comdt, the Volunteer Allowance budget and any other budgets devolved by 51 Inf Bde.
	2. The maintenance and management of Public and Battalion, Company and Detachment Non-Public funds in accordance with RFCA Financial Instructions and the provision of advice to the Comdt and battalion chain of command on their duties towards the maintenance and management of company and detachment funds, as specified in ACF Regulations.
	3. Management of public funds as delegated by CE HRFCA in accordance with RFCA Financial Instructions.

**Secondary Duties**

1. Secondary Duties include but are not limited to the following:
	1. As a condition of employment, a CEO shall also obtain and retain a commission with the ACF.
	2. As an officer in the ACF and when in uniform, will provide support to the Commandant in line with the duties reflected in this JD.
	3. Will attend annual camps and, as required, provide support to the Comdt in line with the duties described in this JD at other weekend camps and courses.
	4. The Battalionpoint of contact for the Government Legal Department.
	5. Any other task as detailed by the DCE commensurate with grade experience and qualifications/training.
	6. Will provide his own car, for which a travel allowance in accordance with RFCA Regulations will be permissible when on duty (home to place of work is not an entitlement).

# A and SH Bn ACF Cadet Executive Officer

**Person Specification**

| Serial | Competence | Essential | Desirable |  Evaluation[[3]](#footnote-4) | Comments |
| --- | --- | --- | --- | --- | --- |
|  | A self-starter, highly organised and a team player with the ability to work effectively without close supervision. | ✓ |  | AF / I  |  |
|  | Approachable, polite and supportive attitude towards all staff, colleagues and adult volunteers. | ✓ |  | AF / I |  |
|  | Good communication, numeric and interpersonal skills. | ✓ |  |  AF / I |  |
|  | A flexible attitude to output driven work requirements | ✓ |  | AF / I |  |
|  | Understanding the volunteer ethos | ✓ |  | I/E |  |
|  | Willingness to work evenings and weekends | ✓ |  | E |  |
|  | Managing People in a mixed Military/Civilian environment | ✓ |  | AF / I |  |
|  | Experience of logistic planning and management  | ✓ |  | AF / I |  |
|  | Have strong IT skills, particularly Microsoft Word and Excel but with the ability to learn and use bespoke Management Information Systems (MIS). | ✓ |  | AF / I | MIS training will be provided |
|  | Relevant experience in Health and Safety | ✓ |  | AF / I |  |
|  | Full Driving Licence | ✓ |  | AF / I |  |
|  | Practical bookkeeping or managing non-public funds experience. | ✓ |  | AF / I |  |
|  | Have held a Commission in HM Forces |  | ✓ | AF |  |
|  | Working with Children and Young People |  | ✓ | AF / I |  |
|  | Quartermaster/RQMS experience |  | ✓ | AF/I |  |

1. As defined in ACF Regulations [↑](#footnote-ref-2)
2. Responsibilities may be amended post HQ RC Command Central Safeguarding Team implementation. [↑](#footnote-ref-3)
3. The characteristics will be evaluated using the following tools: AF – Application Form, I – Interview, PA – Practical Assessment, E – Evidence [↑](#footnote-ref-4)