**HIGHLAND RESERVE FORCES AND CADETS ASSOCIATION**

**ADMINISTRATIVE OFFICER**

**GENERAL**

1. **Appointment Details**
2. Job Title: Administrative Officer
3. Job Grade: E1 Grade
4. Department: Permanent Support Staff (PSS)
5. Report To: Cadet Executive Officer (CEO)
6. Job Purpose: Delivery of administrative support to 1 Highlanders Army Cadet Force (ACF)
7. **General Description of Role**

Responsible to the Cadet Executive Officer (CEO) for delivering office administration in support of 1 Hldrs ACF.

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

1. **Description of Primary Tasks**

Administration:

1. Process Cadet and CFAV course applications.
2. Using MOD and HRFCA Travel booking systems book travel and accommodation requirements including air, rail and ferry travel for PSS, CFAV and Cadets.
3. Through 51X Cadets Branch book hire vehicle requirements.
4. Process PSS and CFAV Travel Claims and subsistence.
5. Through Westminster MIS maintain Cadet personal records and Adult qualifications.
6. Maintain and issue APC and Cadet First Aid certificates and badges.
7. Process CFAV ID Card applications.
8. Assist with the production, distribution and publishing of BROs.
9. Process payment of Invoices as necessary.
10. Book Training facilities and Ranges using BAMS.
11. Administer and book Training on Private Land (TOPL).
12. Administer the Arms and Ammunition movement and PME processes.
13. Prepare, collate and check Annual Camp documentation.
14. Administer incoming and outgoing mail; including collection and signing for incoming mail and distribution to PSS, and ensuring correct postage using postage stamp reserves, as per weight guidelines, deliver and post to nearest public posting facility for outgoing mail.
15. Have a working knowledge of the AO1 responsibilities deputising when they are absent.
16. Perform working routines that are compatible with safe working practices in accordance with Reserve Forces and Cadet Association (RFCA) Safety Health Environment (SHE) Policy Statement.

1. **Other Duties**
   1. Be prepared to carry out other duties commensurate with competencies held and the grade of this post.
   2. The discharge of the role, tasks and duties of this post will require the post holder to undertake occasional evening and weekend working, for which time off in lieu or overtime will be granted.
2. **General Qualifications and Personal Attributes**
3. Essential:
4. Experience in an office environment.
5. Proven organisational ability and attention to detail.
6. Excellent interpersonal skills together with proven ability to work in a small team.
7. Familiarity with Microsoft Office applications, in particular Word and Excel.
8. Desirable:
9. Current full driving licence.
10. **Specific Requirements**

Any personal or professional requirements specific to this role.

1. **Other Features**
2. This Job Description:
3. Should be discussed/read with the line manager at the time of receiving the annual Personal Development Report (PDR).
4. May be reviewed in the light of changes during the period of your appointment and on change of incumbent.
5. Because of the changing nature of our business, your job description will inevitably change from time to time. You may be required to undertake other activities of a similar nature that fall within your capabilities and are commensurate with your grade.
6. I have read and understood my job description and mandate of responsibility and have received a copy of same.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  |  |  |  |
|  |  |  |
| Post holder (name): |  |  |  |  |
|  |  |  |
| Date: |  |  |  |  |
|  |  |  |
| Signed: |  |  |  |  |
|  |  |  |
| Line Manager (name): |  |  |  |  |
|  |  |  |
| Date: |  |  |  |  |