**HIGHLAND RESERVE FORCES AND CADETS ASSOCIATION**

**Cadet Administrative Assistant (CAA)**

**GENERAL**

1. **Appointment Details**
2. Job Title: Cadet Administrative Assistant
3. Job Grade: E1 (AHW) Grade
4. Department: Permanent Support Staff (PSS)
5. Report To: Cadet Executive Officer (CEO)
6. Job Purpose: Delivery of Cadet administrative support to A&SH BN Army Cadet Force

(ACF)

1. **General Description of Role**
2. The CAA is a full time employee of Highland Reserve Forces and Cadet Association (HRFCA) and is responsible to the Cadet Executive Officer (CEO) for all administrative, logistical and security matters within their Area of Responsibility (AOR).
3. A CAA is required as part of their employment with HRFCA to volunteer to serve in the Army Cadet Force (ACF). There is an opportunity to hold an ACF commission and must follow the recognised route through Cadet Force Commission Board (CFCB) at Westbury. If serving as an Adult Instructor (AI) on appointment will hold a rank of Sergeant Instructor (SI). Promotion thereafter will be through recognised course success and recommendation.
4. Maintain records, on issued templates, of All Hours Worked (AHW) sending to CEO on each Monday.
5. When supporting Bn/Coy trg a CAA can attend as a Cadet Force Adult Volunteer (CFAV) claiming the appropriate level of Volunteer Allowance (VA) for each day attending, only after their All Hours Worked (AHW) total has been exhausted.
6. Undertake any reasonable task(s) within the broad remit of their role, which may be required of them by either the CEO or Cadet Quartermaster (CQM), which may entail such aspects as ad hoc analysis and one-off reports.
7. From time to time HRFCA may update this Job Description (JD) to meet the introduction of new tasks required by the Cadet Chain of Command (CoC).
8. Attend suitable courses to work safely, achieve competency, currency or meet job objectives.
9. **Description of Primary Tasks**
10. Ensure each building is a Safe Place, internally and externally, as part of the Safe System of Training (SST) by raising work services to the MITIE contractor, within your Area of Responsibility (AOR) following the HRFCA protocols.
11. Assist Detachment Commanders (Det Comd) within AOR to maintain records in line with Logistical Equipment Assurance (LEA) programme as issued by CQM. Ensuring that the latest version of HQ 51 Infantry Brigade (51X) Unit Equipment Care Directive (UECD) is available.
12. Deliver and recover to/from Det clothing packs issued through AF 617. Issuing letters to assist Det Comd to recover clothing where necessary. Provide a clothing exchange and deficiency service within AOR through the Cadet Stores Assistant (CSA).
13. Conduct managerial visits to Detachments (Det) on a monthly basis and provide managerial and administrative support visits to Det evening parades as required.

e. Maintain Det Safety, Health, Environment (SHE) and Fire Safety protection boards as directed by the Bn SHE(F) Designated Officer.

1. Where issued electrical or electronic equipment’s not labelled as Portable Appliance Tested (PAT) arrange through Inverness works office or at next HRFCA contractual date. As part of SSoT, safe equipment, complete visual checks until PAT completed. Where personal electrical or electronic equipment’s are supporting training these require PAT also, removing items if not.
2. Where a Det has an Indoor Range act as Range Officer, provide, publish and annually review Range Orders, through the CEO, to allow the range, as part of the SSoT, to operate as a Safe Place. Provide each range with a 906 Range Log, inspecting regularly. Through the Battalion Training Officer, publish a list of authorised Range Conducting Officers (RCO) reviewing annually.
3. Prepare each range within AOR for external inspections, include any required deep clean, arranged through HRFCA. On receipt of inspection report action, any highlighted points.
4. Ensure each Det secure weapons and ammunition in accordance with JSP 440. Make secure arrangements to transport weapons and ammunition to training, or when recalled to the Cadet Training Centre (CTC) or to workshop repair location. Regularly check that Dets are maintaining proper managerial records for arms and ammunition in line with 51X UECD and Bn Security Standing Orders.
5. Act as First Responder to the Main Armoury located in CTC Lochgilphead in the event of Alarm and carry out managerial equipment checks of weapons held within the Armoury in accordance with 51X UECD. Be competent with JAMES as necessary.
6. Manage and monitor, within AOR, on behalf of Unit Security Officer (USO) Det security keys for arms and ammunition in line with JSP 440. At required six monthly muster and yearly rotation of security keys sign off Bn security key register.
7. Administer and maintain responsibility for any vehicle, IT equipment, mobile phone or any other equipment allocated to you for HRFCA duty.
8. Check and report to CQM monthly availability and serviceability of any 51X or unit fuel card issued to you and any PPE on your charge.

n. Carry out assurance and Health & Safety checks as per the ACF Battalion programme, attend SHEF Courses as directed by the Designated Officer.

1. **Description of Secondary Tasks**
2. Assist the CQM in preparation for LEA and LSA&I programme visits.
3. Support Company (Coy) and Det training by requesting:
   1. Short Term Catering through CQM.
   2. Transport through CQM.
   3. Arms and ammunition through CQM/CSA.
   4. Logistical requests through CQM/CSA.
   5. Administrative requirements through Administration Officer (AO).
4. Support Dets for any external inspections.
5. Assist the Coy/Det CFAVs in the administration and maintenance of any vehicle allocated for ACF use.
6. Ensure CFAVs within AOR adhere to unit assurance programme.
7. Liaise with external contractors during training events.
8. Attendance at annual camp as part of the logistical team.
9. Attendance at Equipment Care meetings.
10. Complete monthly G4 returns to CQM/CSA.
11. Complete and return Det cadet summary to AO. Collect internal mail from Inverness and distribute within AOR, returning any required mail to Inverness.
12. **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.
13. **General Qualifications and Personal Attributes**
14. Essential:
15. Experience in office and logistical environments.
16. Proven organisational ability and attention to detail.
17. Excellent interpersonal skills together with proven ability to work individually or in a small team with limited supervision.
18. Familiarity with Microsoft Office applications, in particular Word and Excel.
19. Current full driving licence.
20. Desirable:
21. Pervious military experience regular or reserve and/or of the service cadet organisations.
22. Driving licence with D1+E and C1.
23. **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.

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