

JOB DESCRIPTION

Job Title: Cadet Quartermaster (CQM)

Job Grade: Crown Servant D (AHW)

Department: Gloucestershire ACF Professional Support Staff (PSS)

Reporting to: County Cadet Executive Officer (CEO)

Location: The Cadet Centre, Arle Road, Cheltenham

Hours: Average of 46.5 hours per week (All Hours Worked Contract)

ROLE PURPOSE

1. The Cadet Quartermaster (CQM) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Wessex RFCA.
2. As the lead for all logistic matters the CQM is accountable to the Chief Executive through the CEO for the provision of logistic support to the ACF in accordance with the policies laid down by the RFCA and MOD Material Regulations utilising the Westminster G4 Stores System (or any other management information system required by Army).
3. In the absence of the CEO, the CQM may be required to deputise therefore they are to be aware of the CEO's main responsibilities (with the exception of Designated Safeguarding Officer duties).
4. The CQM is on an All Hours Worked (AHW) Contract that recognises the requirement for additional hours to be worked in the evenings and at weekends and is based on an average working week of 46.5 hours (including lunch breaks). AHW staff do not receive overtime but Time Off In Lieu (TOIL) may be given.

MAIN RESPONSIBILITIES AND DUTIES

5. **Stores Accounting:**
 - a. The maintenance and management of all Battalion accounts and the implementation of a system of control and co-ordination for the secure storage, receipt, issue and accounting of all equipment on issue to the Battalion including weapons, ammunition, clothing, vehicles and stores (including training stores, accommodation stores and loan stores).
 - b. Maintenance of Special Stores Registers as required.
 - c. Preparation of documentation for items requiring workshop repair, and management of back-loading and, where necessary, replacement.
 - d. Management of public accounts in respect of rations and PRI including the handling of petty cash.
 - e. Recovery of clothing and completion of documentation (case files) for all losses in accordance with current Ministry of Defence (MoD) regulations.

- f. Control and management of weapons and ammunition allocated to the county, including their correct storage in accordance with current security regulations.
- g. Maintenance and accounting for all Unit owned stores.
- h. Preparation of all accounts and ledgers for audit and stocktaking by outside agencies including the Logistic Support Assurance & Inspection (LSA&I), Land Equipment Assurance (LEA).

6. Checks and Examinations.

- a. The management of all Stocktaking and managerial examination of accounts including Equipment, Miscellaneous, Loan, Rations, Clothing and Accommodation accounts throughout the Unit in line with JSP 886 and all relevant publications.
- b. Supervisory visits to Company and Detachments in conjunction with CAA's which will cover G4 aspects of their responsibilities.
- c. Checks on stores and accommodation at Company HQ and Detachments on changes of command.
- d. Coordinating the testing of all portable appliances as directed by Wessex RFCA.
- e. Coordinate and facilitate all external inspections and ensure all corrective action is taken on all external inspections (Fire, Range, LEA, MEI, LSA&I, Ammo, Rations) reports.

7. Accommodation and Accommodation Stores.

- a. Facilities Management of the County/Sector/Battalion Training Centre and Stores, including reporting of faults.
- b. Raising works services for building repairs.
- c. Supplying, maintaining and replacing furniture, furnishings and, in association with the Unit Fire Officer, maintenance, servicing and inspection of fire-fighting equipment within the County/Sector/Battalion.

8. Supervision.

- a. Supervision of G4 responsibilities of CAA and follow up action on CAA Detachment reports.
- b. Supervising Officer for catering including contract catering at camps.
- c. Management of the County/Sector/Battalion laundry and dry cleaning contract.

9. Support to Training (including Camp) and Activities.

- a. Provide logistic support to weekend training and activities at County/Sector/Battalion level and, where necessary, arrange for temporary loans from appropriate sources of items needed to support such training and activities.
- b. Demand, collection and return of all loan items issued for annual camps.

- c. Detailed allocation of sub unit accommodation for annual camps including handover/takeover procedures.
- d. Indenting for and control of Operational Ration Packs (ORP) from Log Sp, on repayment from ACF sub units.
- e. Requirement to attend Annual Camp.

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

- a. Provide professional advice to the Commandant and CEO on G4 matters such as catering, weapons, ammunition and equipment management, hazardous substances, fuel efficiency, vehicle management and building maintenance.
- b. Assist the CEO in the production and implementation of the SHEF Management Action Plan.
- c. Direct and supervise the CAA on frost precautions to be taken at ACF properties.

11. **Miscellaneous**

- a. Demand and distribution of official publications, army forms, manuals and maps.

ADDITIONAL DUTIES

12. **Transport.** The CQM is the County/Sector/Battalion Motor Transport Officer (MTO) and is required to in accordance with JSP 800:

- a. Maintain and up to date list of authorised drivers.
- b. Control work tickets, FMT 600 and vehicle accident forms.
- c. Be responsible for the overall organisation and control of County/Sector/Battalion vehicles including repairs, servicing, MOT and allocation of vehicles for training.
- d. Arrange the hire of vehicles as required.

13. **Safety, Health, Environment, Fire and Sustainable Development (SHEFSD)**

- a. The CQM is to nominate and support the Unit Fire Officer and, in accordance with the DFRMO (A) 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.
- b. The CQM is to be the County/Sector/Battalion representative on the (Wessex RFCA) Health and Safety Committee.
- c. 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.



d. The CQM is to be the energy and fuel efficiency officer for the County/Sector/Battalion on behalf of the (Wessex RFCA) Chief Executive.

14. **Security.** The CQM is to act as the Assistant Unit Security Officer and is to control the security arrangements as detailed by the CEO, for locations including the Unit ammunition store, armouries and all security keys.

PERFORMANCE AND DEVELOPMENT REPORTS (PDR)

15. The CQM will be assessed and reported upon his/her performance twice a year by his/her Line Manager.

16. The CQM may be required by the CEO to assess and draft PDRs, as Line Manager for the G4 staff; the CSA and CAAs within the Sector.

17. The CQM is to carry out other instructions and duties as directed by the CEO consistent with their employment grade.

18. This job description may be reviewed in the light of changes during the period of the appointment.

MEMBERSHIP OF THE ARMY CADET FORCE (ACF)

19. As a member of the ACF PSS, the CQM is required to join the ACF.

**WX RFCA – GLOUCESTERSHIRE ACF
PERSON SPECIFICATION – CQM**

Criteria	Standard	Requirement *	Measured By *
Experience	Stores accounting experience	E	A/I
	Recently held appointment of RQMS/RQMS(T), QM/QM(T) or equivalent	D	A/I
	Familiar with audit and inspections	D	A/I
	Dealing with weapons and ammunition	E	A/I
	Health and safety experience	E	A/I
Skills	Have excellent verbal communication skills	E	I
	Have good written communication skills	E	A
	Well organised	E	A/I
	Able to prioritise work to maximise use of time	E	I
	Work independently and with minimal supervision where necessary	E	A/I
	Work as part of a team	E	A/I
	Deal confidently with a diverse range of people of various ranks/positions and ages	E	A/I
	Computer literate	E	A/I
Qualifications	Hold a full and clean driving licence with Cat B, B+E, D and D1 qualifications	E	A
	Hold a current Category C (LGV) driving licence qualification	D	A
	Relevant Health and Safety qualification	D	A
	Fire Officer or Non-Commissioned Officer trained and qualified	D	A/I
Knowledge	Familiar with Microsoft Office applications (Word and Excel)	E	A/I
	Understand military security procedures	D	A/I
	Familiar with the cadet movement	D	A/I
	Understand military accounting procedures	D	A/I
	Working knowledge of motor transport management	D	A/I
Attitude	A Self-motivated, positive and highly organised individual, with a flexible approach to work	E	I
	Prepared to work unsociable hours	E	I
	Have the ability to deal with a wide variety of circumstances and range of stakeholders/customers	E	I
	Honest and reliable	E	I

Key *	
Requirement:	E = Essential. D = Desirable.
Measured By:	A = Application Form. I = Interview.