
JOB DESCRIPTION AS AT SEPTEMBER 2019

Post: Administration Officer One (AO2)

Organisation: Wessex Reserve Forces' & Cadets' Association (Wx RFCA) – Bristol Army Cadet Force (ACF)

Line Manager: Cadet Executive Officer (CEO) Bristol Army Cadet Force

Grade: Crown Servant E1

RESPONSIBILITIES AND DUTIES

Responsibilities and duties of AO2 include:

- a. Open and sort all incoming mail, prepare outgoing mail and maintain a postage account.
- b. The provision of routine clerical support to the CEO.
- c. Maintain the County filing system and day to day filing.
- d. Control of stationery and publications, including maintaining a library of publications.
- e. Responsible for the management of all office equipment on issue to the County.
- f. Act as local IT systems manager.
- g. Be responsible for the input to WESTMINSTER of Cadet Force Adult Volunteers (CFAV) and cadet personal details (or audit of information if input is by individual) and maintenance of the Forecast of Events.
- h. Responsibility for ACF work related rail and hotel bookings and processing of all travel claims for County ACF staff, CFAVs and Civilian Assistants.
- i. Responsible for the upkeep and audit of training records and qualifications in conjunction with the TSA and produce routine and exceptional training returns from WESTMINSTER.
- j. Handling routine enquiries to Bristol Army Cadet Force. Advise and render support and administrative assistance in accordance with current guidelines.
- k. Maintain required ACF contact lists.
- l. Process routine orders.
- m. Provision and control of PSS and Cadet Force Adult Volunteer Ministry of Defence (MOD) Identity Cards.
- n. Being familiar with and covering the responsibilities of AO1 in particular JPA and WESTMINSTER.
- o. Other administrative duties as tasked by CEO consistent with the general duties required of the job's position and grade.

- p. Perform duties in a manner that is compatible with safe working practices and in accordance with the Chief Executive, Wessex RFCA's SHEF Policy Statement.
- q. Attendance at Annual Camp in a civilian capacity, if not as a member of the ACF, is desirable.

**WX RFCA – BRISTOL ACF
PERSON SPECIFICATION – ADMINISTRATION OFFICER ONE (AO2) POST**

Criteria	Standard	Requirement *	Measured By *
Experience	Working in an Administrative office environment	E	A/I
	Knowledge of military administrative procedures	D	A/I
	Working with youth/voluntary organisations	D	A/I
	Health and safety experience	D	A/I
Skills	Have excellent verbal communication skills	E	I
	Have good written communication skills	E	A/I
	Well organised	E	A/I
	Able to prioritise work to maximise use of time	E	I
	Work 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 age	E	A/I
	Computer literate	E	A/I
Qualifications	Hold a full and clean driving licence	D	A
	Passes at GCSE Standard Grades or equivalent in five subject at C Grade or above, including English, or acceptable alternative academic achievements.	D	A
	Certification/NVQ in IT literacy (JPA/MS Office)	D	A/I
Knowledge	Familiar with Microsoft Office applications (Word and Excel)	E	A/I
	Understand military security procedures	D	A/I
	Handling of sensitive / confidential material	D	A/I
Attitude	A Self-motivated, positive and highly organised individual, with a flexible approach to work	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.