
JOB DESCRIPTION AS AT OCTOBER 2019

Post: Cadet Training Team (CTT) Stores Person

Organisation: Wessex Reserve Forces' & Cadets' Association (Wx RFCA)

Location: Netheravon **Line Manager:** Company Quartermaster (CQMS) of the CTT

Grade: Skill Zone 2 **Salary:** £17,853

BACKGROUND

As part of the expansion of cadet units in schools under the Cadet Expansion Programme (CEP) there is a requirement to provide an enhanced level of support to participating schools. As a result there is a need to support the Company Quartermasters (CQMS) within the Netheravon Cadet Training Team (CTT) with this post.

The post will be employed by Wessex RFCA as a Crown Servant but will work with and be directed on a day to day basis by the CQMS of the CTT.

As part of the role there is a requirement to attend CTT annual camp at a different location from the contracted work location. This will be for a maximum of 3 weeks normally in June/July each year.

MAIN OBJECTIVES

- a. Assist the CTT staff with the Management of the Joint Deployed Inventory (MJDI) stores system.
- b. Driving duties in support of the administration of Combined Cadet Force (CCF) Units within the CTT Area of Responsibility.
- c. Support to CTT managed CCF Central Camp annually.

RESPONSIBILITIES AND DUTIES

Responsibilities and duties of Cadet Training Team (CTT) Stores Person include:

- a. As tasked undertake routine driving duties as directed by the Team Commander/ CQMS Netheravon CTT both in barracks and, as required, in remote locations.
- b. As tasked to check and action all MJDI alerts during the working day.
- c. As tasked undertake routine administrative and / or logistic tasks both in immediate work area, barracks and, as required, outside in remote and/ or exposed locations.
- d. Within a clear framework of instruction and within capabilities assist CTT staff with the storage, retrieval, issue, loading/ unloading and safe movement of stores including hazardous and secure materials within the Barracks and the CTT AOR. Requirement will include undertaking manual handling tasks and activities requiring heavy physical effort and normal dexterity.
- e. The management of Phoenix II Clarity booking system for the use of white fleet vehicles. Appropriate training will be provided
- f. Assist CTT staff in the HO/TO of facilities and Camps.

WX RFCA
PERSON SPECIFICATION – CADET TRAINING TEAM STORES PERSON

Criteria	Standard	Requirement *	Measured By *
Experience	Health and Safety	D	A/I
	Knowledge of military administrative procedures	D	A/I
	Working with youth/voluntary organisations	D	A/I
	Manual handling	E	A/I
Skills	Have excellent verbal communication skills	E	I
	Have good written communication skills	E	A/I
	Ability to work as part of a small team	E	A/I
	Ability to work with minimal supervision where necessary	E	A/I
	Ability to undertake manual handling tasks as required, outside and/or in remote locations	E	A/I
	Computer literate	E	A/I
Qualifications	Current class B driving licence (car and medium sized vehicle up to 7.5 tonnes)	E	A
	Passes at GCSE Standard Grades or equivalent in three subjects at C Grade or above, including English, or acceptable alternative academic achievements.	D	A
	Health and Safety	D	A/I
Knowledge	Familiar with Microsoft Office applications (Word, Outlook 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
	Willingness to attend training courses as and when required to remain current and competent within the role	E	I
	Honest and reliable	E	I

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

ADDITIONAL REQUIREMENTS

The incumbent will be required to undergo a Security Clearance and A Disclosure and Barring Service check as a condition of employment.