

**WESSEX RESERVE FORCES AND CADETS ASSOCIATION**

**JOB DESCRIPTION – CADET EXECUTIVE OFFICER**

**Job Title:** Cadet Executive Officer Gloucestershire Army Cadet Force  
**Reporting To:** Deputy Chief Executive

**General**

1. The Cadet Executive Officer (CEO) is a Crown Servant and a full-time civilian employee of Wessex Reserve Forces' and Cadets' Association (RFCA) (Wx RFCA).
2. The CEO is a senior full-time employee of the RFCA and reports to the Deputy Chief Executive, who is the Line Manager. In matters of organisation, administration, security and health and safety at work, the CEO is responsible to Wessex RFCA. The CEO will abide by the provisions set out in the extant RFCA Staff Instructions for both himself/herself and his/her staff.
3. The CEO is the professional advisor to the Army Cadet Force (ACF) Commandant, working to support him/her in the administration of the ACF.
4. The CEO is responsible for the day-to-day administration of, and logistic and infrastructure support to, the County ACF in which he/she is supported by a Cadet Quartermaster (CQM), a Cadet Stores Assistant (CSA) and a number of Cadet Administrative Assistants (CAAs), each of whom is normally responsible for the administration of a group of detachments, and clerical staff.
5. The CEO 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 47.5 hours (including lunch breaks).

**Main Activities/Tasks**

6. The general management and discipline of the professional support staff including annual appraisals, leave, sickness absence and supporting their training and development objectives.
7. Financial management advice on Public and Non-Public funds to the Commandant including supervision and arrangements for audit of Non-Public funds down to detachment level. Facilitate the scrutiny and audit of county funds. Running county ACF non-public accounts is the responsibility of the ACF Commandant with assistance from the CEO. The CEO is responsible for managing a service fund account dealing with public funds.
8. The duties of Designated Safeguarding Lead for the County. The details below are not exhaustive but provide the outline:
  - a. Advise the Commandant on Safeguarding matters.
  - b. Provide advice to Cadet Force Adult Volunteers (CFAVs).
  - c. Provide the Safeguarding induction briefings to all new CFAVs and Professional Support Staff (PSS).
  - d. Deliver the Annual Safeguarding Brief to CFAVs or support the Commandant in doing so (this may be delegated to Company Commanders at the Commandant's discretion).
  - e. Ensure that any disclosure contained within a DBS Certificate, of a potential CFAV, is assessed and accepted by the Army Cadet Safeguarding Hub before entry into the ACF is approved.
  - f. Receive disclosures regarding Safeguarding incidents and inform the appropriate authorities of the disclosure (Local Authority Designated Officer/Social Services/Police) at the earliest possible opportunity.
  - g. Complete and submit Incident Reports to the appropriate Regional Point of Command (RPOC).

- h. Advise the Commandant, with regards to suspension (without prejudice) of any CFAV for which a disclosure is received.
- i. Once the external agencies, including the Police, have completed their investigations, ensure that an investigation is undertaken into the circumstances surrounding the disclosure if no criminal prosecution takes place.
- j. As required, attend Multi-agency Safeguarding Hubs or allegation management meetings and assist with common assessment framework work.
- k. In addition to ensuring that the appropriate DSL training is kept in date, the CEO should also attend, where appropriate, any available training provided by the local authorities.

9. The implementation and administration of statutory regulations including the Children's Act 2004 (or devolved equivalents), Health and Safety at Work regulations, the Food Safety Act, Works Regulations and ACF Regulations.

10. The duties of Establishment Security Officer (E SyO) as defined by LANDSO 2901, responsible for the aspects of security as directed by Headquarters South West (HQSW).

11. Coordination of the Annual ACF inspection Regime and preparation of associated documentation.

12. Organisation and administration of the ACF within the county including:

- a. Supporting the Commandant in the planning, delivery and execution of the annual camp.
- b. The overall supervision of the Westminster IT system within the County; the system provides a record for all personnel including training and qualifications.
- c. The collation of statistical information and returns for internal and external management control, including control and allocation of volunteer allowance.
- d. Appointment, vetting, training and posting of all Officers and Adult Instructors.
- e. Preparation and convening of ACF Officers' Commissioning Boards, including the pre-Army Cadet Commissioning Board (ACCB) and all ACCB paperwork.
- f. All day-to-day activities at the County Cadet Training Centre.
- g. Raising, disbanding and inspection of detachments.

13. Attendance at Wessex RFCA meetings as required and act as Secretary for local committees as directed by DCE Wessex RFCA.

### **Health and Safety**

14. The main Health and Safety responsibilities are to:

- a. Act as Safety Officer for the functional control of County Health and Safety Policy and procedures relating to Army Cadet Force activities throughout the areas of responsibility in the delivery of the 'safe place'.
- b. Understand the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
- c. Establish and approve safe systems of work for staff under control and periodically monitor and review those procedures to ensure they remain relevant and valid.
- d. Identify the training needs of individuals or groups under control, liaising closely with Headquarters.
- e. Ensure that risk assessments are carried out in all areas under control and that personnel are made aware of hazards identified by those assessments and that the requisite remedial control measures are applied.

- f. Co-ordinate the investigation of all reportable accidents, dangerous occurrences and any other unusual or potentially hazardous incidents that are notified ensuring that all relevant information, copies of hazard reporting forms, accident reports etc. are forwarded to HQSW and Wx RFCA.
- g. Ensure that 'good housekeeping' standards are maintained at all times and that all areas are kept free from litter, bags, files, trailing telephone/computer cables and other slip, trip and fire hazards.
- h. Co-operate and liaise with the Heads of Establishment (where appropriate) with respect to occupiers liability and persons in control of premises, to ensure all occupied parts of buildings - including shared areas such as corridors, stairways, entrances etc. are maintained to a satisfactory standard and do not present a foreseeable risk of injury to staff, contractors or visiting personnel.
- i. To appoint a County 4Cs Duty Holder (in accordance with JSP 375, volume 2, section 4, leaflet 34) to cover all ACF and selected other properties within the area of responsibility.
- j. Set a personal example.

### **Environmental Responsibilities**

15. Main responsibilities are to monitor all waste generated through the areas under control through formal inspection and ensure that all supervisors of annual camps and cadet training centres are aware of the need to protect the environment.

### **Liaison**

16. Liaison as required with the following:

- a. Other County staffs, including within other RFCAs.
- b. RPOC staff and both Regular and Army Reserve Units (including the Cadet Training Team).
- c. Affiliated commanders and staff on ACF matters.
- d. Civil authorities, other cadet forces, youth organisations and education committees,
- e. The Army Cadet Charitable Trust (ACCT) UK.

### **Additional Duties**

17. This includes but is not limited to the following:

- a. As a condition of employment, a CEO shall also obtain and retain a commission with the ACF.
- b. As an officer in the ACF and when in uniform, will assume regimental duties as directed by the Commandant (as long as they are within the scope of this Job Description).
- c. When required, will attend annual and weekend camps and courses (in accordance with RFCA Staff Regulations).
- d. Will provide own car, for which a travel allowance will be admissible when on duty in accordance with RFCA Regulations (home to place of work is not an entitlement).

### **Performance and Development Reports (PDR)**

18. The CEO will be assessed and reported upon his/her performance twice a year by his/her Line Manager with input by the County Commandant.

19. He/she will be required to assess and write PDRs, as Line Manager, on the CQM, CSA, CAAs and AOs within the County.

20. He/she will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

21. He/she will be required to sign annually and comply with the Security Operating Procedures (SyOps) for the use of the Wx RFCA Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

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22. They must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control.

23. Any other task within the broad remit of this role which may be reasonably required, including, but not limited to, ad hoc analysis and one-off reports.

24. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.