
JOB DESCRIPTION AS AT 25 Apr 25

Post: Cadet Administrative Officer.

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

Line Manager: Cadet Executive Officer (CEO) Cornwall Army Cadet Force.

Grade: Crown Servant E1.

GENERAL

1. The Cadet Administrative Officer (AO1) is a full time employee of the Wessex Reserve Forces' and Cadets' Association (Wx RFCA) and is a Crown Servant. As a member of the Permanent Support Staff (PSS), he/she is responsible to the Cadet Executive Officer (CEO) of Cornwall Army Cadet Force (ACF) for administration and personnel matters within the County's Headquarters based in Bodmin (PL31 1DX).

2. The job is based in Bodmin and successful applicants will be required to live within easy commuting distance. A Wx RFCA vehicle will be provided if duty travel to places other than Bodmin is required.

RESPONSIBILITIES AND DUTIES

4. Responsibilities and duties of the CSA include:

- a) Act as Unit Joint Personnel Administration (JPA) Administrator, creating, maintaining and archiving JPA personnel and pay records in response to ACF CoC-approved Military MS occurrences.
- b) In the absence of the AO2, act as Unit JPA Approver and WESTMINSTER (WM) Remuneration Administrator, assisting the CEO in the management, processing and assurance of CFAV Volunteer Allowance.
- c) Action Travel & Subsistence Claims, maintain records, both current and archive, as required for audit purposes.
- d) Act as the County ACF Headquarters Office Manager, fulfilling a 'front-of-house' function including, in conjunction with AO2, the fielding of general telephone enquiries and County HQ site reception tasks.
- e) Supporting the CEO, manage the Unit Stationery Store, making stationery orders, monitoring expenditure and managing relationships with suppliers.
- f) Act as Unit Personnel Vetting Records Officer, offering advice to CFAVs on the vetting process, maintaining records as necessary and horizon scanning for new applications and renewals.
- g) Act as Unit Disclosure & Barring Service (DBS) Applications Coordinator, offering advice to CFAVs on the DBS process, maintaining records as necessary and horizon scanning for new applications and renewals.

- h) Act as Unit Individual Travel Bookings Manager, making and managing all rail, air and hotel bookings, for CFAVs and cadets, via the recognised MOD agent.
- i) Supporting the CEO, contribute to the routine production and review of Weekly Part One Orders.
- j) Supporting the CEO and Comdt, lead on all HR and financial administration pertaining to CFAV enrolment and commissioning, and, in respect of the former, creating new CFAV records on WM and JPA.
- k) Inform, advice and support the CAAs in discharging their routine Business as Usual administrative responsibilities.
- l) Supporting the CEO and Comdt, act as Unit Individual Courses Clerk, liaising with external training providers, making, managing bookings, disseminating joining instructions, subsequently, course reports, and certificates, for both CFAVs and cadets.
- m) Admin Lead for Cornwall Lord Lieutenants awards ceremony

PERSON SPECIFICATIONS

5. Person Specification requirements for the Wx RFCA AO1 post are outlined on page 4 of this Job Description. They will be measured via the application form, at interview or through a minimum of two references during any recruiting phase.

ANNUAL LEAVE

6. **Annual Leave.** Annual leave, excluding public holidays, is 25 days per annum rising up to 30 days after 5 years service with the RFCA. Previous service in the MOD or public sector will count towards qualifying years' service.

MEMBERSHIP OF THE ARMY CADET FORCE (ACF), CLEARANCES AND MEDICAL

7. **ACF Membership.** As a member of the ACF PSS, AO1 is invited to join the ACF. Suitability for membership will be assessed as part of the recruitment process.

8. **Clearances.** On appointment and to meet the requirements of the Disclosure and Barring Service (DBS) Code of Practice, all PSS are required to continuously hold a satisfactory DBS (Enhanced Disclosure) Certificate and also be Security Cleared (SC). Employment with the RFCA is dependent on these clearances being found satisfactory during the recruitment process and also being continuously maintained throughout the employment period.

9. **Medical.** Applicants are to be physically fit due to the demands of the job and may be required to pass a medical examination.

HEALTH AND SAFETY

10. All Wx RFCA employees are to be aware of and comply with the terms of Cornwall ACF's Health and Safety Policy and work related Risk Assessments; all of which are posted on notice boards throughout Cornwall ACF sites.

REVIEW

11. The RFCA may review this Job Description from time to time in light of significant changes to the establishment, post responsibilities and/or on changes or gaps in County PSS employee posts.

Agreed:

Employee Holding Post:

Name:.....

Signature:

Date:

Line Manager:

Name:.....

Signature:

Date:

Wx RFCA (DCE):

Name:.....

Signature:

Date:

To be reviewed regularly

**WX RFCA – CORNWALL ACF
PERSON SPECIFICATION – ADMINISTRATION OFFICER ONE (AO1) 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.