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## **JOB DESCRIPTION AS AT 25 Apr 25**

**Post**: Cadet Stores Assistant.

**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 - All Hours Worked (AHW) Contract.

## **GENERAL**

1. The Cadet Stores Assistant (CSA) 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 equipment matters within the County’s Headquarters and at the County Cadet Training Centre (CTC). The Cornwall County Headquarters is based in Bodmin (PL31 1DX) with the County CTC located at RAF St Mawgan (TR8 4HP). Individual Detachments are spread across the County of Cornwall.

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 where duty travel to places other than Bodmin is required.

3. The job includes some weekend and out of hours evening work.

## **RESPONSIBILITIES AND DUTIES**

4. Responsibilities and duties of the CSA include:

a. Receipt of all materiel, checks against documentation for quantity and quality and bringing all to account.

b. Collating Receipt and Issues Vouchers and all other relevant paperwork as per current Ministry of Defence (MOD) regulations.

c. Operating the WESTMINSTER MIS stores package. Also be prepared to maintain and operate accounts and processes on JAMES as required.

d. Preparing paperwork for disposal, writes off, issues and receipt. Conditioning returned stores for cleanliness, repair and general serviceability.

e. Submitting all demands for replenishment.

f. Assist fellow PSS Cadet Administrative Assistants (CAAs) in the preparation of stores and equipment for issue at Coy and all County ACF training events by providing intimate support where necessary and in accordance with the County Training Planner.

g. Demanding and preparing all military uniforms for issue (Adult Volunteers and Cadets).

h. Managing the Cornwall ACF Shelf Life and Expiry Date (SLED) Accounts (i.e. Operational Ration Pack (ORP); Expense; Medical; etc.)

1. Preparing accounts for inspections (LSA&I Supply and Assurance, ECI etc).

j. Maintaining stores areas in a tidy fashion with H&S compliance at the forefront across both Bodmin and CTC Location.

k. Daily liaison with the Cadet Quartermaster (CQM) and regular liaison with CAAs in connection with ACF training, providing stores, equipment and accommodation advice and services as required. Be fully prepared to cover the duties of fellow CAAs during periods of sickness, absence and/or leave.

l. Be able to access and monitor BAMS training area booking system and be prepared to act as a second to the CQM and or provide cover during periods of CQM absence.

m. Advise and render equipment support and administrative assistance to Cornwall ACF’s Cadet Force Adult Volunteers (CFAVs) as and when required.

n. Qualified to manage and issue either ammunition or weapons from the County Armoury/Magazine in accordance with policy and direction from the CEO and/or CQM.

o. Other duties as directed by the CEO/CQM consistent with the general duties required of the job’s position and grade.

**PERSON SPECIFICATIONS**

5. Person Specification requirements for the Wx RFCA CSA 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.

**ALL HOURS WORKED CONTRACT AND ANNUAL LEAVE**

6. **All Hours Worked (AHW) Contract**. The CSA is employed on an AHW Contract. The AHW formula was introduced to provide a comprehensive method of remuneration as a permanent stable addition to basic pay for certain members of the PSS across the United Kingdom. The AHW formula recognises the requirement for additional hours to be worked on a routine basis in the evenings and over weekends.

7. **Time Off In Lieu (TOIL)** **and Weekly Hours**. Staff on AHW Contracts do not qualify for overtime but TOIL may be authorised to ensure that the provisions of the Working Time Regulations on hours worked are complied with and ensure suitable rest time is given. Wx RFCA staff on AHW Contracts are required to record their hours worked which will be subject to audit by the CEO and/or Wx RFCA. Averaged out over a 17 week period, the hours worked for CAAs is 42 hours per week.

8. **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**

9. **ACF Membership**. As a member of the ACF PSS, the CSA is required to join the ACF. Suitability for membership will be assessed as part of the recruitment process. All CAAs and CSAs are required to attend and be accommodated on the County ACF’s annual camp, located in a Ministry of Defence training camp or training area away from the County and place of work (annual camps are generally 12 to 14 days in duration but may be longer for PSS due to advance party requirements).

10. **ACF Rank and Volunteer Allowance**. ACF PSS at CAA level who become members of the ACF will be appointed the rank of ACF Sergeant Major Instructor (equivalent to Warrant Officer Class 2 in the Regular/Reserve Army) and as such may be eligible for daily Volunteer Allowance when conducting ACF business. Volunteer Allowance, where permissible, will not exceed 28 days per annum without higher authority to permit a maximum of 50 days if activity is ACF centric. Volunteer Allowance rates are set by the Ministry of Defence and reviewed annually.

11. **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.

12. **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**

13. 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**

14. 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. A review will also be conducted where any Wx RFCA PSS employee loses their driving licence during their period of employment, as the requirement to drive is key to all CEO/CQM/CAA and CSA appointments held by Wx RFCA PSS.

**Agreed**:

**Employee Holding Post**:

Name:……………………………………………. Signature: …………………………..……………….

Date: ………………

**Line Manager**:

Name:……………………………………………. Signature: …………………………..……………….

Date: ………………

**Wx RFCA (DCE)**:

Name:……………………………………………. Signature: …………………………..……………….

Date: ………………

**To be reviewed regularly**

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**WX RFCA – WILTSHIRE ACF**

**PERSON SPECIFICATION – CADET STORES ASSISTANT (CSA)**

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| **Criteria** | **Standard** | **Requirement \*** | **Measured By \*** |
| **Experience** | Regular or Reserve military service at Warrant Officer or Senior Non-Commissioned Officer or equivalent | E | A/R |
| Recently held appointment of RQMS, CQMS or equivalent | D | A/I |
| Knowledge of military transport and stores procedures and processes (MJDI, JAMES and/or Westminster) | D | A/I |
| Health and safety experience | E | 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 independently and with minimal supervision where necessary | E | A/I |
| Work as part of a team | E | A/I/R |
| 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 |
| 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 |
| Understand military transport and military accounting procedures | E | A/I |
| **Attitude** | A Self-motivated, positive and highly organised individual, with a flexible approach to work  | E | I/R |
| Have the ability to deal with a wide variety of circumstances and range of stakeholders/customers  | E | I/R |
| Honest and reliable | E | R |

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