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**JOB DESCRIPTION AS AT 18 AUGUST 2025**

**Post**: Quartermaster (CQM).

**Organisation**: Wessex Reserve Forces’ & Cadets’ Association (Wx RFCA) – Devon Army Cadet Force.

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

**Grade**: Crown Servant D1 - All Hours Worked (AHW) Contract.

**GENERAL**

1. The QM is a full-time Crown Servant employee of Wessex Reserve Forces’ and Cadets’ Association (Wx RFCA). As a member of the Professional Support Staff (PSS), they are responsible to the Cadet Executive Officer (CEO) of Devon Army Cadet Force (ACF) for all stores, accounting, supply, maintenance and logistic support in accordance with policies laid down by the Wx RFCA and Material Regulations for the Army. Devon County Headquarters is based in Exeter (EX2 5BY) with the County Training Centre collocated. Individual Detachments are spread across the County of Devon.

2. In the absence of the CEO, the QM is to deputise for them and therefore be aware of the CEO’s main responsibilities, less for those involving Safeguarding.

3. As a condition of their employment the QM shall, on taking up the appointment, volunteer to serve in a rank not exceeding the paid acting rank of Captain within the establishment of the relevant county or equivalent ACF.

**LINE MANAGER**

4. The CQM is the Line Manger for 5 x E1 Grade PSS. These personnel are directly responsible to the CQM for all daily routine. The CQM is responsible to authorise leave, timesheets, sickness absences and the completion of their annual report and awarding of annual bonuses.

**RESPONSIBILITIES AND DUTIES**

5. **Stores Accounting**

a. The maintenance of main county Ledgers and control and coordination of the receipt, issue and security of arms, ammunition, clothing, equipment stores and material between county HQ, MOD Depots, RFCA and ACF sub units including preparation of receipt and issue vouchers, ledgers and receipt/issue vouchers, including loan stores.

b. Maintenance of Special Stores Registers.

c. Preparation of AFG 8800 for items requiring workshop repair and supervision of backloading and where necessary replacement.

d. Control of public accounts in respect of rations, clothing, losses etc.

e. Recovery of clothing and compilation of documentation for write off action.

f. Control and management of all weapons and ammunition allocated to the county, including their correct storage as in accordance with current regulations.

g. Maintenance and accounting for the county stores, surveys and stocktaking.

h. Be familiar with Clarity vehicle booking systems, Westminster, JAMES, UAMS and BAMS data systems.

6. **Checks and Examinations**

a. Conduct stocktaking and managerial examination of accounts including Equipment, Miscellaneous, Loans, Rations and Accommodation accounts for all Units and Detachments.

b. Visit sub Units in conjunction with the CAA to fulfil G4 responsibilities.

c. Ensure checks on stores and accommodation at company and detachments are carried out on changes of command.

7. **Accommodation and Accommodation Stores**

a. Ensuring works service requests are raised for building repairs.

b. Ensure correct maintenance and replacement of furniture, furnishings and firefighting equipment within the county/battalion is carried out.

8. **Supervision**

a. Supervision of G4 responsibilities of CAAs/CSA and follow up action on CAAs visit reports on detachments.

b. Overall control of the Cadet Training Centre (CTC) at Pellew House.

c. Supervising Officer for catering including contract catering at camps.

d. Management of the county laundry and dry-cleaning contract.

9. **Training (including annual camp)**

a. Make arrangements for temporary loans from appropriate sources of items needed for training and sporting activities at county and company level.

b. Demand, collection and return of all items loaned for annual camps.

c. Detailed allocation of sub unit accommodation for annual camps, including handover/takeover.

d. Ensure correct indenting for and control of Operational Ration Packs (ORP) from Logistic Support and repayment of Cadet/CFAV feeding contributions.

10. **Provision of Advice and Direction of Policy**

a. Provide professional and technical advice to the CEO on such matters as equipment management, health and safety, COSHH, catering, fuel efficiency, and building maintenance.

b. Direction of policy and verification of the implementation of it throughout the county on fire prevention and precautions, health and safety, COSHH and radiation control.

11. **Miscellaneous**

a. Overseeing the ordering and distribution of items required from Cadet Supply Department including uniform items (eg: chevrons, APC badges etc).

b. Distribution of official publications, army forms, manuals, charts etc.

c. Attend the Unit Equipment Care Managers Course.

d. Attend the IOSH Managing Safely Course.

**Additional Duties.**

12. **County Motor Transport Officer (MTO)**. The CQM is to be the county MTO in which capacity they are to:

a. Maintain an up-to-date list of authorised drivers.

b. Ensure familiarisation training for drivers is carried out prior to the use of MoD/RFCA vehicles.

c. Ensure Highway Code testing of all drivers is carried out.

d. Be responsible for the overall organisation and control of county vehicles including repairs, servicing, MOTs and allocation to companies or equivalent and detachments for training.

e. Book all hire of vehicles via the Clarity booking system as required.

f. Administer CAMPBELL to assure driver competencies.

13. The CQM is to act as:

a. The County Fire Officer for county/battalion HQ and Cadet Training Centre and action any reports or inspection recommendations.

b. The focal point for the preparation of risk assessments within the county covering buildings, manual handling, work equipment, COSHH, electricity at work, noise at work, first aid, motor vehicle safety, and fire prevention and evacuation.

c. The county representative on the RFCA Health and Safety Committee.

d. The energy and fuel efficiency officer for the county on behalf of the RFCA Chief Executive.

14. The CQM is to carry out any other instructions and duties as directed by the CEO consistent with the general duties of his/her grade.

**PERSON SPECIFICATIONS**

15. Person Specification requirements for the Wx RFCA QM post are outlined on page 5 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**

16. **All Hours Worked (AHW) Contract**. The QM 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.

17. **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, working hours should not exceed 42 hours per week.

18. **Annual Leave**. Annual leave, excluding public holidays, is 25 days per annum rising up to 30 days after 5 year’s 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**

19. **ACF Membership**. As a member of the ACF PSS, the QM is required to join the ACF. Suitability for membership will be assessed as part of the recruitment process. The QM is 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).

20. **ACF Rank and Volunteer Allowance**. ACF PSS at QM level who become members of the ACF will be commissioned and appointed the rank of ACF Captain 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 with higher authority required to permit a maximum of 50 days but only where the activity(ies)/event(s) are ACF centric. Volunteer Allowance rates are set by the Ministry of Defence and reviewed annually.

21. **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.

22. **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**

23. 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’s ACF sites.

**REVIEW**

24. 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/QM/CAA and CSA appointments held by Wx RFCA PSS.

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**WX RFCA – Devon ACF**

**PERSON SPECIFICATION – QM**

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| **Criteria** | **Standard** | **Requirement \*** | **Measured By \*** |
| **Experience** | Previous Regular or Reserve military service at Warrant Officer or Senior Non-Commissioned Officer or equivalent | D | A/I |
| Recently held appointment of QM, RQMS, CQMS or equivalent | D | A/I |
| Knowledge of military transport procedures | 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 |
| Familiar with James and MJDI | D | 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 | D | 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. |