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| RESERVE FORCES’ AND CADETS’ ASSOCIATION  FOR THE NORTH WEST OF ENGLAND AND ISLE OF MAN  JOB DESCRIPTION  Job Title: CADET EXECUTIVE OFFICER (CEO)  Department: Greater Manchester ACF  Grade: C2  Reporting to: Deputy Chief Executive (Grade C1)  Counter Signing: Chief Executive (Grade B2)  **General**  The Cadet Executive Officer (CEO) is a Crown Servant and a full time civilian employee of the North West and Isle of Man Reserve Forces and Cadets Association ( NW RFCA).  The CEO is on an All Hours Worked (AHW) Contract, which includes evenings and weekend work based on an average working week of 47.5 hours (including lunch breaks), in a rolling 17 week period.  The CEO is responsible to the Deputy Chief Executive (DCE) who is the Line Manager and to the Chief Executive (CE) as the Counter Signing Officer.  **Overall Purpose of Job**  1. The CEO is the professional adviser to the ACF County Commandant, supporting them in carrying out their responsibilities (as defined in the current ACF Regulations 2016 Edition).  2. The CEO is responsible for the day-to-day administration of the Headquarters and Cadet Training Centre of the Count*y*, supported by Administrative Officers (AOs), a Cadet Quartermaster (CQM), a Cadet Stores Assistant (CSA) and a number of Cadet Administrative Assistants (CAAs).  3. The CEO is responsible to the NW RFCA for running the Cadet County HQ.    **Main Activities/Tasks**  4. Line Management of the permanent staff.  5. Advice to the Commandant on CFAV disciplinary matters.  6. Management of Public and Non-Public funds in accordance with RFCA Financial Regulations.  7. Act as the Designated Safeguarding Officer for the County and take responsiblity for safeguarding training, including the annual delivery of the mandatory Safeguarding presentation to all Cadet Force Adult Volunteers (CFAVs).  8. Act as the Establishment Security Officer (E SyO) as defined by LANDSO 2901 and HQ NW.  9. Responsible for the implementation and administration of all relevant regulations and legislation within the County HQ.  10. Organisation and administration of the ACF County HQ 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.  c. The collation of statistical information and returns for internal and external management control, including control and allocation of volunteer allowance.  d. Support the Commandant where appropriate in the appointment, vetting and posting of all Officers and Cadet Force Adult Instructors and civilian assistants.  e. Support the Commandant in the preparation of documentation for ACF Officers Commissions Boards.  f. Support the Commandant in the administration surrounding the raising, disbanding and inspection of detachments.  11. Collation of statistical information and returns for internal and external management control, including the Volunteer Allowance (VA).  12. In accordance with the formal letter of delegation from the CE, adhering to relevant Joint Service Publications and other financial directives in line with NW RFCA Management.  13. Attendance at NW RFCA meetings and events as required and directed by the Deputy Chief Executive (DCE).  14. The CEO will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.    Health and Safety  15. The main Health and Safety responsibilities are to:  a. Support the Commandant in the functional control of the County Health and Safety Policy and procedures relating to Army Cadet Force activities.  b. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant Regulations and Codes of Practice.  c. Act as the SHE & SD Officer for the ACF PSS and CAOs within the County and take responsibility for the implementation of NW RFCA Safety Policy and procedures relating to these areas of responsibility.  d. Attend SHE & SD courses as directed.  e. Co-ordinate, investigate and report on all notifiable incidents to HQNW and NW RFCA.  f. 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 County.  g. Take on Environmental Responsibilities to ensure the appropriate disposal of all waste generated through the areas under control of the County HQ through formal inspection and ensure that all supervisors of annual camps and cadet training centres are aware of the need to protect the environment.  16. Liaison as required with:  a. Cadet County/Sector/Battalion staff within other RFCAs.  b. The local RPOC, including the Cadet Training Team and Regular and Reserve Units working with the Cadet County.  c. County CFAVs on ACF matters.  d. Civil authorities, youth organisations and local authorities.  e. The ACFA (Army Cadet Force Association).  **Additional Duties**  17. This includes but is not limited to the following:  a. As a condition of employment, a CEO shall obtain and retain a Cadet Force Commission with the ACF.  b. When in uniform as an Officer in the ACF, provide support to the County Commandant in line with the ACF Regulations.  c. Attend annual and weekend camps and courses (in accordance with RFCA Staff Regulations).    **Performance and Development Reports (PDR)**  18. The CEO will have their performance reviewed twice a year by their Line Manager, with input by the Count*y* Commandant in their annual Performance Development Reports (PDRs).  19. The CEO is required to write PDRs, as Line Manager on all permanent staff within the County HQ.  **Security**  20. Comply with the Security Operating Procedures (SyOps) for the use of the (NW RFCA) Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.  21. Be responsible to the Commandant for the implementation of Sy Policy as defined by LANDSO 2901, Annex B and liaison with HQNW and the Civil Police or as directed by HQ RFCA.  **Designated Cadet Safeguarding Officer (DCSO) Duties**  22. The details below are not exhaustive but provide the outline of the duties performed by CEO as the DCSO.  a. Advise the Commandant on Safeguarding matters.  b. Comply with the NW RFCA policies and processes on Safeguarding.  c. Provide advice to the County Commandant, CFAVs and County PSS.  d. Be prepared to provide the Safeguarding induction briefings to all new CFAVs.  e. Provide the Annual Safeguarding Brief to CFAVs.  f. Ensure that any disclosure of a potential CFAV is correctly staffed and passed to the nominated Authority (CE NW RFCA) for subsequent decision.  g. Manage disclosures in accordance with the ACF Safeguarding Regulations. Pass on information regarding potential Safeguarding incidents to the appropriate authorities (LADO/Social Services/Police) at the earliest possible opportunity.  h. Complete Incident Reports to the appropriate RPOC and NW RFCA.  i. Liaise with the CountyCommandant regarding the suspension of any CFAV for which a disclosure is received and take appropriate action.  j. Once the external agencies, including the Police, have completed their investigations, advise the County Commandant of the outcome and if appropriate, support the Comdt in any internal investigation surrounding the disclosure if no criminal prosecution takes place.  k. As required, attend Multi-agency Safeguarding meeting and support any investigation, whether civil or military.  l. When appropriate, submit a referral to *DBS*, in accordance with their procedures.  m. Attend RPOC Safeguarding meetings as directed.  23. The CEO will ensure they are fully conversant with the appropriate Safeguarding points of contact within their area of responsibility.  24. In addition to ensuring that their DSO training is kept in date, the CEO will also attend where any appropriate, any available training provided by the local authorities.  **Data Protection - GDPR**  25. The CEO will be the GDPR lead for the County.  26. Any other duties commensurate with a Grade C2 as directed by the CE/DCE.  Other Points:  This job description should be discussed/read with the line manager at each annual Performance Development Report (PDR) Review and updated as necessary.  This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.  Signature of Line Manager:…………………………Date:………………………  Col A F Barnes  Deputy Chief Executive  Signature of Employee:…………………….. Date:………………………  **PERSON SPECIFICATION – CADET EXECUTIVE OFFICER**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Serial | Competence | Essential | Desirable | Evaluation | | 1 | Self-Starter, highly organized and a team player with the ability to work effectively without close supervision. | √ |  |  | | 2 | Able to demonstrate effective communication and interpersonal skills. | √ |  |  | | 3 | A flexible attitude to output driven work requirements. | √ |  |  | | 4 | Understand the volunteer ethos and the cadet forces. |  | √ |  | | 5 | Experience of managing staff in a civilian work environment. | √ |  |  | | 6 | Willingness to work evenings and weekends. | √ |  |  | | 7 | Experience of financial planning and budget management and able to demonstrate strong numerical ability. | √ |  |  | | 8 | Be able to demonstrate a thorough understanding of the MS Office suite and in particular Excel, with the ability to learn and use bespoke Management Information Systems (MIS). | √ |  |  | | 9 | Full Driving Licence and able to self-drive. | √ |  |  | | 10 | Practical bookkeeping ability and the experience of managing non-public funds |  | √ |  | | 11 | Experience of working with children and young people. | √ |  |  | | 12 | Experience of monitoring and control of materiel and resources. | √ |  |  | | 12 | An understanding of Child Safeguarding | √ |  |  | | 12 | Experience in and understanding of Safety, Health, Environment and Sustainable Development (SHE&SD) |  | √ |  |   Personal Qualities:  Keen to advance individual skills and personal development.  Ability to prioritise tasks and time effectively with recognition of where influence and authority lies and its impact on work outputs.  A self-starter with high degree of flexibility and adaptability.  Excellent team-working ability and team management skills.  An inquiring mind with an organised approach to engagement and information management and good attention to detail.  Date: May 18 |
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