VACANCY NOTICE/JOB ADVERT 8 August 2024

DEPUTY CHIEF EXECUTIVE (DCE) / CHIEF OF STAFF (COS) / HEAD CADETS AND YOUTH

The above vacancy in the Greater London Reserve Forces' and Cadets' Association (GL RFCA) will become vacant from 31 October 2024. The post operates from our Headquarters near Putney Bridge, at Fulham House, 87 Fulham High Street, London, SW6 3JS.

GL RFCA is an Arms-Length Body of the MOD and as such, RFCA staff are Crown Servants. It is one of 13 Associations delivering the same range of outputs across the UK and is mandated to give advice to the Defence Council and support Reserve Forces and Cadet units in Greater London in three principal areas: estate and facilities management for their sites; administration and logistic services for the Army Cadet Force; and, Employer Engagement and community engagement on behalf of Defence. Each of these areas has a Head of Department (HoD), with this post running the Head of Cadets and Youth stream whilst also fulfilling the DCE/COS role. These three areas are supported by small but effective finance and business administration teams.

General Description of the Role. There are two distinct parts to this professionally stimulating role, which is extremely varied in nature, enabling the holder to be closely engaged with a wide spectrum of Defence related issues.

a. **DCE and COS**. As Deputy to the Chief Executive, the post holder is also the **Chief of Staff** (Principal Staff Officer) in GL RFCA. In this role the DCE is responsible for cross coordination of business outputs and cross departmental staff activity in all areas of the Association's work. Responsibilities include writing staff policy documents and standard operating procedures, writing the Business Plan in consultation with the Chief Executive, coordinating risks across all areas of business, acting as the Association security officer and data protection officer (training given) and being the Association's lead for the HR role, including managing grievances, disciplinary issues and other staff matters.

b. **Head of Cadets and Youth** The DCE is the Department Head responsible for delivering outputs in the Cadets and Youth area including oversight of some 38 staff, of which 33 are the Professional Support Staff (PSS) delivering administrative and logistic support (not training) in four Army Cadet Force (ACF) Sectors in London. As the Head of Cadets and Youth the post holder will interact externally with the Council of RFCA's cadet and youth policy lead, and with the Army's Colonel Cadets in HQ London District and also with the senior leadership of the Sea Cadets Corps and RAF Air Cadets in London. The post holder is also the Association's representative on the Board of YOU (London) [Youth Organisations in Uniform] and oversees some administrative support for that organisation.

Job Description. The full job description is at the end of this Job advert/ Vacancy Notice and can also be found here: GL-Job Description -DCE - COS - Hd C&Y

Terms and Conditions. This DCE role is a Crown Servant position equivalent to a Civil Service Grade C1/SEO level, attracting a salary of £50,510[1] including London weighting for a 36.5 hours/week. There are also an attractive range of additional benefits:

- Highly competitive defined benefit Pension Scheme. This is a Career Average Revalued Earnings scheme (CARE) with an employer contribution of 13% and employee of 5%.
- Hybrid working practices will be considered as business needs allow, for the right candidate.
- Provision of an allocated RFCA car (subject to a full UK driving licence – a requirement of the role) with free parking on site.
- Up to 30 days annual leave if qualified through prior public sector service, otherwise 25 days rising (1 day per year) to 30 days after 5 years. Plus 8 public holidays and an additional day's holiday for HM The King's birthday.
- Up to 15 Days Special Leave a year is available for military Reservist commitments and up to 10 Days Special Leave for Cadet Force Adult Volunteer service.
- Up to 5 days Special Paid Leave for other volunteering.
- Enhanced maternity, paternity and adoption leave is available.
- Time off in Lieu (TOIL) is allowed, or if pre authorised, overtime pay for particular business needs.
- Access to an Employee Assistance Programme to support wellbeing.

Previous Experience and Qualifications. This is a key role in GL RFCA. The post-holder needs to demonstrate the requisite level of experience, skill set and personal attributes to successfully deliver a range of tasks: as a senior position in a 60+ strong dispersed mixed team of civilians and former service personnel; as an interlocutor and influencer with local Armed Forces and Cadet leadership; and as a senior manager, principal staff officer and Deputy to the Chief Executive co-ordinating management and staff activity across all departments. The role demands commitment, energy, tact, integrity and diplomacy and will involve some evening and weekend work (as covered in benefits, this attracts Time off in Lieu or, by exception, overtime pay if pre authorised).

IT literacy is required and previous knowledge of the Armed Services, the Service Cadet Forces and MOD budgeting procedures is highly desirable, as is an appreciation of the importance of people skills. Previous knowledge of the Service Cadet Forces is of course useful, but not essential – the right person for this wide ranging role is the priority.

We are looking for a leader and manager who can contribute across the organisation. The chosen candidate is likely to have had a background in the Armed Forces, or some other uniformed service, and have a track record of staff and leadership experience. As a guide, the required skills and level of experience sought would normally be possessed by those who have reached the rank of Lt Col or Major (Grade 1/2) or equivalent, or who have gained the relevant experience following their uniformed service.

Offer of Employment. The post has an initial probationary period of six months, to then continue as a permanent position thereafter if agreed. Prior to appointment, two references will be requested and the

[1] An MOD decision on the 2024 pay award will be announced in Nov 24 and back dated to 1 Aug 24.

successful candidate will be required to be security cleared to SC (Security Clearance) and also agree to a check from the Disclosure and Barring Service (DBS). We will arrange these clearances.

Application. To apply please send a covering letter and CV via email to Kate Peyton, the GL RFCA Head of Support Services, at gl-offman@rfca.mod.uk with a subject title "DCE Application". The closing date for applications is **Thursday 5th September 2024 at 4.00pm**. Selected candidates will be contacted as soon as possible thereafter and interviews will be held at Fulham House, our Headquarters, exact date and time to be determined between **11-18 September**. In exceptional circumstances, a virtual option might be considered. Ideally we wish to appoint the successful candidate in the last 10 days of October to allow for a handover with the current incumbent, but this timing is negotiable for the right candidate.

For further enquiries please contact Kate Peyton on the email above or Tel 020 7384 4661. The current incumbent (Tony Pringle) would be happy to discuss the role with potential applicants and can be contacted via gl-cedep@rfca.mod.uk . Our GL RFCA website is: https://www.glrfca.org/

Notes for Interview. At interview, applicants can expect to be asked to share examples of leadership, organisational management and development, dealing with people, governance and budgetary management.

Job Description. In addition to the link provided on the first page , the Job Description is also shown in full on the following pages. See next page.

JOB DESCRIPTION

Job Title: **Deputy Chief Executive GL RFCA [and Chief of Staff/Head of Cadets & Youth]**

Grade: C1/SEO

Department: Secretariat / Cadets & Youth

Responsible to: Chief Executive

Overall Purpose of the Role

1. The Deputy Chief Executive (DCE), Chief of Staff (COS) and Head of Cadets and Youth is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL RFCA). As DCE and a member of the Senior Leadership Team, the role has two distinct areas of responsibility: as the GL RFCA Chief of Staff AND Head of Department (HoD) for the Cadets & Youth pillar.

2. The role of Chief of Staff (Principal Staff officer) is 'primus inter pares' among the Heads of Departments (HoDs) and is responsible to the Chief Executive to deliver a number of key business outputs particularly where cross branch activity is required, including HR, the business plan, business continuity data protection, security, and vehicle policy. Act as Deputy for the Chief Executive.

3. Head of Cadets & Youth acts as the focal point for all cadet and youth matters within the Greater London region, working closely with internal and external stakeholders, both military and civilian. This ranges from the specific requirement to deliver administrative and logistics support to the ACF through the Professional Support Staff (PSS) or wider youth engagement including YOU London (Youth Organisations in Uniform), MPCT, CVQO and the Greater London Lieutenancy (a London specific civic organisation).

Primary Duties/Tasks

As Deputy Chief Executive / Chief of Staff:

4. **Headquarter Functions**. As DCE and COS (the principal staff officer), on behalf of the Chief Executive, you are responsible for managing the HQ and all business functions across all departments.

a. **Deputy**. Deputise for the Chief Executive when required.

b. **GL RFCA Business Plan.** In consultation with the Chief Executive, and extracting from the Council of RFCAs (CRFCA) Management Plan, develop and maintain the GL RFCA Business Plan and Business Continuity Plan.

c. **Security**. Lead on all security matters, liaising with both civilian police and HQ London district G2. Ensure awareness of security issues by all staff and ensure regular briefings.

d. **GDPR.** Be the lead for data protection and GDPR as the Association's Data Control Officer (in house training provided). Ensure data protection policy is fully understood by staff. Seek advice where required from the CRFCA employed Data Protection Officer.

e. **Training Committee**. Chair the Training Committee working with HoDs and the HSS to ensure all mandatory training is complete and provide opportunities for staff personal development if appropriate and affordable.

f. **Vehicles.** Manage the GL RFCA vehicle policy and coordinate with the estates vehicle lead.

g. **Charitable Trusts**. Manage the GL RFCA and ATC Charitable Trusts; act as contact for the Charity Commission; organise and act as Secretary to trustee meetings; and, act as a trustee for both trusts (with advice from Head Finance).

h. **H&S**. Co Chair the H&S Committee with the Chief Executive. Lead by example and take reasonable care for the health and safety of all other persons in the work place. Be responsible for the health, safety and welfare of subordinate staff.

i. **Line manager**. As DCE/COS be the line manager for the Head of Support Services.

5. **HR Lead.** As DCE/COS, be the HR lead and oversee/manage all HR related processes within the Association:

a. **Recruitment Process.** Manage the recruitment and employment process including seeking authority to advertise from the CRFCA and the provision of job adverts/vacancy notices. Appoint appropriate board chairs and members, liaise with the selected individual and in conjunction with the HSS ensure contracts of employment and other joining documentation are completed. Provide oversight for the induction and probation process.

b. **CASCADE HR IT System.** Provide overarching supervision of the CASCADE HR system with assistance from the HSS.

c. **Termination Process.** Manage the termination of employment process, be it from retirement, resignation or dismissal. Ensure exit interviews are conducted at an appropriate level for staff resigning or retiring.

d. **Performance Development Reports**. Provide oversight for the Performance Development Report (PDR) process ensuring all PDRs are completed on time. Coordinate the End of Year Bonus Panel discussions that are linked to PDR performance. Manage the Special Bonus Scheme, ensuring all nominations are discussed at HoDs level before submission to the Chief Executive.

e. **Absence Management.** In conjunction with the HSS, provide oversight on absence management and monitor levels of absence to ensure compliance with Staff Regulations. Ensure staff close to the UK regulatory limits are suitably advised.

f. **Annual Leave Management.** Provide oversight of staff annual leave, in particular leave carry over and, in consultation with HODs, keep the levels as low as possible. Liaise with Head Finance and coordinate all applications to carry over leave and provide a report to the Chief Executive summarising all approved carry overs at the end of each leave year.

g. **Job Descriptions.** In consultation with HoDs ensure that all role Job Descriptions are regularly reviewed and updated and maintain a set of all in date Job Descriptions.

h. **Disciplinary Process.** With advice from the CRFCA HR People Team, provide oversight for the disciplinary process to ensure it is fair and transparent and in accordance with Staff Regulations.

i. **Staff Instructions.** Review, update and distribute Staff Instructions in consultation with the Chief Executive and HoDs.

j. **HR Advice and P&P Submissions**. Provide HR advice and guidance to HoDs and line managers where appropriate. Review with HoDs to assess if required outputs are being achieved, and if required prepare business cases to the CRFCA P&P Committee requesting approval to adjust manning levels.

As Head of Cadets & Youth:

6. **Cadet Advocate.** Act as an advocate for the cadet organisations and as the focal point for all regional cadet and youth matters, including the provision of tri-service activities and events to enhance the experience for all service cadets.

7. **Support to the Army Cadet Force (ACF).** Lead, manage and coordinate the GL RFCA support to the ACF as detailed in the Army Service Level Agreement:

a. **Lead and Manage the Professional Support Staff (PSS**). Oversee the provision of administrative and logistic support to the ACF through the four Sector Cadet Executive Officers (CEOs) and other PSS, ensuring cross sector best practice is put in place.

b. **London District**. Establish a close working relationship with Colonel Cadets London District and all four Sector Commandants and ensure they are supported in the delivery of their roles.

c. **Army Reserve Links to ACF**. Enhance the cooperation between the Army Reserve and ACF, especially with cap badge affiliations. Liaise with London District for the provision of manpower in support of sector annual camps.

d. **Sector Commandants**. Engage with Sector Commandants to assess issues. Support London District Cadets Branch with the advertising and recruitment for the Sector Commandants and Deputy Commandants and if required provide advice on selecting Honorary Colonels. If requested, provide support to the recruitment process for selecting Cadet Force Adult Volunteers (CFAVs).

e. **Line Manager**. As Head of Cadets and Youth be the line manager of the four Sector Cadet Executive Officers.

8. **Governance**. For the Association's volunteer Vice Chair Youth, act as Secretary and executive member of the Tri-Service Cadet Committee. Coordinate and be the secretary for the annual Cadet Commandants' meeting with senior GL RFCA staff, Deputy Commander London District and Colonel Cadets and coordinate their visits to the ACF Sector Annual Camps. Chair Sector CEO's meetings at least quarterly and maintain a database of issues.

9. **Tri Service Cadet Focus.** Provide the tri-service focus for all community cadet organisations and CCFs across Greater London and encourage working together for greater synergy with the potential to engender best practice where appropriate.

a. **Competitions**. Coordinate tri-service cadet participation in engagement events and activities. Support Vice Chair Youth with the management of the tri-service Elworthy Trophy and the Lord Mayor's Music Competition and encourage Youth organisation entrants to the latter from outside the military cadets.

b. **GL RFCA and Lord-Lieutenant Spring Awards**. Manage the GL RFCA and Lord Lieutenant's Spring Awards selection process, and also the ceremony, in conjunction with the Youth Secretary and the HSS. Oversee the selection of the Lord Lieutenant's Cadets from the Sea, Army and Air Cadets. Regularly review the awards to ensure they remain relevant.

10. **CCF Expansion and Engagement**. Build on MOD's wider youth initiative across London, including cadet expansion and engagement into state schools, within the constraints of RFCA staff structures and time.

a. **School Cadet Engagement Officer (SCEO)** (previously 'expansion'). To support this Defence and Department for Education initiative, employ a SCEO as an MOD Regional Agent. Be their line manager.

b. **London District Cadet Training Team (CTT)**. In accordance with the Army's Implementation Order, recruit two Skill Zone 2 driver/storeman posts as Crown Servants, to support the London District CTT with logistic delivery to the CCF.

11. **Cadet Estate**. Liaise with the Head of Estate to ensure user input is available for any work on the maintenance and improvement, including rationalisation where appropriate, of the Cadet Estate. In coordination with the Alternative Venues team, exploit opportunities to enhance RGI income by the utilisation of spare capacity within the cadet estate.

12. **Other Youth Matters**.

a. **Community and Youth Engagement**. Manage where possible youth and schools engagement effort in coordination with Head of Engagement and on occasions when requested, with London District. Ensure all engagement activity is coordinated with the relevant stakeholders as necessary.

b. **Lord Mayors ADCs.** Manage the selection of Lord Mayor's ADCs from the adult volunteers of the Sea, Army and Air Cadets as well as from St John Ambulance and Scouts.

c. **YOU London.** Support YOU London (Youth Organisation in Uniform) and act as the RFCA Board Member. Oversee the administrative support, including the work of the funded coordinator, help host the web site and assist in seeking additional funding from the Greater London Authority or others, to continue and enhance the YOU London project.

d. **Youth United.** Be the Army Cadet focus for the integration and development of Youth United initiatives within Greater London.

13. **Budget**

a. **ACF Operating Grant**. Oversee the management of the ACF Operating Grant by the CEOs,

including the provision of budget forecasts and monitor that all spending is within the authorised areas for expenditure.

b. **Lettings Income.** Ensure any requests to spend lettings income in the cadet sectors is in accordance with regulations.

c. **Non-Public Funds.** Ensure that all Sector Non-Public Funds are managed correctly by the CEOs and balances kept at reasonable levels.

b. **Sector Improvement Fund.** Oversee the Sector Improvement Fund (SIF) and if required approve submitted Business Cases, seeking Head of Estates advice where needed.

Competences Required for the Post.

14. **Essential Competences**.

a. **Staff Experience and Stakeholder Management**. Prior military staff experience, or other uniformed staff service at G1/2 level (eg Lt Col/ Major level) is essential. Must be able to build strong, lasting and mutually beneficial relationships with key internal and external stakeholders, both military and civilian.

b. **Senior Leadership and Management Experience and Personal Skills**. Must have Senior Leadership and Management Experience including the development of personnel. Must have excellent communication and presentational skills and be flexible, robust, tactful and confident with the ability to adapt to short notice requirements.

c. **Networking.** Ability to network effectively and confidently with senior leaders in the military at higher headquarters levels and the wider civilian community. Be comfortable and professionally competent when dealing with Reserve Commanding Officers.

d. **IT Skills.** Excellent organisational skills and computer literacy including Microsoft Office applications is essential.

e. **Driving License**. Must have a Full driving license (ideally clean).

15 **Desirable Competences**.

a. **MOD Sponsored cadets**. A working understanding of the MOD sponsored cadet organisations as well as wider uniformed youth groups is desirable.

b. **Armed Services Knowledge**. An understanding of the Armed Services and HQ London District in particular (due to the direct link with the ACF and the PSS), as well as the Royal Navy and RAF Reserve Forces in London is desirable.

c. **Budgets.** Experience of managing budgets is desirable but can be coached in post.

16. **Behaviours required (Success Profiles – based on the 'Civil Service Behaviours profiles').**

a. Leadership.

b. Seeing the Bigger Picture.

c. Managing a Quality Service.

d. Communicating and Influencing.

e. Delivering at Pace.

f. Working Together.

Other Duties of the Role.

16. **Performance and Development Reports (PDR)**. At the mid-year point and end of reporting year, assess performance and write reports as the line manager on the four Cadet Executive Officers, the School Cadet Engagement Officer and the Head of Support Services. Act as Countersigning Officer for all other members of the Professional Support Staff, and the Youth & Cadets AO, the GL RFCA Front of House and both Driver/Storemen working with the London District Cadet Training Team.

17. **Security.** Undergo a Baseline Personal Security Standard (BPSS) check in accordance with the Association's Security requirements. Complete the Security Check (SC) process organised by the RFCA, If not already held. Sign annually and comply with the Security Operating Procedures (SyOps) for the use of the Association Local Area Network (LAN) and MOD Wide Area Network (WAN) IT Systems.

18. **Equipment Care**. Administer, maintain responsibility for, and take care of any RFCA vehicles, equipment and/or other items under your control.

Additional Issues and Requirements.

19. **Additional working**. The role will require occasional late working and working at the weekend; this will be compensated with overtime if authorised, or Time Off In Lieu (TOIL).

20. **Additional Tasking**. As DCE and COS and a key member of the Senior Leadership Team, be prepared to perform any other task, within the broad remit of the role, which may be reasonably required by the Chief Executive.

21 **Review of JD**. Given the changing nature of Defence and RFCA business, this job description may be reviewed and changed from time to time. You may be required to undertake other activities of a similar nature that fall within your capabilities and are commensurate with your grade.