



Reserve Forces' and Cadets' Association for Greater London

VACANCY NOTICE

16 May 2023

CADET ADMINISTRATIVE OFFICER – PROFESSIONAL SUPPORT STAFF – MIDDLESEX & NORTH WEST LONDON SECTOR

The above vacancy, operating from Army Reserve Centre, South Africa Road, White City, London W12 7RW, becomes vacant at the end of May and needs to be filled at the earliest opportunity thereafter. The role calls for a probationary period of six (6) months, after the satisfactory completion of which the position will become permanent. The job description is attached hereto.

The salary for this position (including the London Weighting Allowance of £3,000 per annum) is of £26,560 per annum for a 36½ hours per week. The Association's normal working hours are 0830-1700 Monday to Thursday and 0830-1600 Friday. In addition, the successful candidate could be eligible to join our pension scheme. The annual leave entitlement of 25 days plus Bank Holidays and Association Privilege Days. In accordance with RFCA Staff Regulations this may be increased up to 30 days if prequalification criteria are met.

The Cadet Administrative Officer is a civilian employee of the Association and provides administrative support to the Professional Support Staff (PSS) and Army Cadet Force (ACF) within that Sector. In addition to the competencies required by the Job Description, applicants should be a self-starter, highly organised and a team player;

Offers of employment are conditional on the following five (5) items:

- Proof of the right to work in the United Kingdom;
- Satisfactory references;
- As the role includes working with young people, a Disclosure and Barring Service (DBS) certificate {previously known as a Criminal Records Bureau (CRB) check};
- Successful completion of the Baseline Personal Security Standards (BPSS) check;
- A Security Check if not already held.

Application forms may be obtained from the Head of Support Services gl-offman@rfca.mod.uk. When completed it should be signed and submitted electronically to the same email address above, together with a covering letter and a CV of not more than 2 pages. If submitted in hard copy please send to the following address:

Head of Support Services
Reserve Forces' and Cadets' Association for Greater London
Fulham House, 87 Fulham High Street
London SW6 3JS

The updated closing date for applications is **Thursday 8 June 2023** and interviews for retained candidates will take place the following week. The interview will take place at the Sector HQ in White City.

JOB DESCRIPTION

Job Title: Sector Cadet Administrative Officer

Job Grade: E1

Department: Sector Professional Support Staff (PSS)

Reporting to: Cadet Executive Officer (CEO)

General Description of the Appointment

A key team member, responsible for - but not limited to - the efficient operation of the Sector HQ Office and the administrative support to the CEO.

Main Activities/Tasks

- To assist the CEO in the day to day running of the department;
- To provide efficient service in the office during any absence of the CEO;
- To be able to type with accuracy, using word processing software;
- To assist the CEO in the maintenance of financial records for both public and non-public funds;
- To be familiar with all aspects of ACF administration. This includes providing assistance and guidance to potential new CFAV recruits. There may be occasional weekend requirement to provide administrative support at potential CFAV familiarisation events;
- To open and sort all official non-classified mail and to secure any classified mail until the return of the CEO;
- To maintain the office filing system;
- To indent for stationery and publications as required;
- To maintain Officers/Adult Instructors personnel documents/records through "WESTMINSTER" and "JPA"
- To maintain a bring-forward diary for the CEO;
- To maintain a library of publications and amend when necessary;
- To undergo training (IT, Health & Safety, or other) as and when arranged by the Association;
- To prepare and submit to the CEO for checking and signature monthly claims for training pay and travelling allowances in respect of all Officers and/or Adult Instructors;
- To maintain an Annual Training Allowance record;

- Any other duties as may reasonably be allocated by the CEO or on his/her behalf

Competences Required for the Post

Essential Competences.

- Intermediate Computer Literacy including Microsoft Office applications.
- Have good communication, numeric and interpersonal skills.
- Energetic, pro-active self-starter, with a strong 'team spirit'.

Desirable Competences.

- Flexibility, multi task, ability to analyse and problem solve.
- Understanding of MOD MIS including Westminster and JPA.

Health & Safety at Work

Must take reasonable care for health and safety of himself/herself, and of other persons who may be affected by his/her acts or omissions while at work. He/she will also be responsible for the health, safety and welfare of subordinate staff (if with managerial duties).

Performance and Development Report (PDR)

Will be required to be assessed and reported upon his/her performance twice a year by his/her Line Manager.

Security

Will be required to undergo a Security Clearance (SC) in accordance with the Association Security Requirements.

Will be required to comply with and sign annually, the Security Operating Procedure (SyOps) for the use of the Association Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT System.

General

Must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control; when issued to them either on a permanent or temporary basis.

Undertake any other task within the broad remit of this role which may be reasonably required, including, but not limited to, ad hoc analysis and one-off reports.

This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.