



Reserve Forces' and Cadets' Association  
for Greater London

## CADET ADMINISTRATIVE ASSISTANT RECRUITMENT PACK



**CITY OF LONDON & NE ARMY CADET FORCE**  
Reserves Centre, 900 Lea Bridge Road,  
Whipps Cross, E17 9DW

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# 1. ABOUT US

## Our Story so Far

At GL RFCA we champion London's Reserves Forces' and Cadets through community and corporate engagement, estate management and support to local Reserve Units and Cadet Detachments.

## Our Background

Since 1908 we have been the voice for London's Navy, Army and Air Force Reservists and Cadets.

The Reserve Forces' and Cadets' Associations (RFCAs) are central government bodies with Crown status, each with their own schemes of association, drawn up in accordance with Defence Council regulations, under the Reserve Forces Act 1996 (RFA 96). The RFCAs are arm's-length bodies (ALB) of the Ministry of Defence (MOD). The Council of RFCAs (CRFCA) constituted by the 13 individual RFCAs provides central coordination and the corporate focus to enable the Associations to fulfil the requirements of their customers, within resources. The CRFCA gives advice and assistance to the Defence Council and to the Royal Navy, the Army and the Royal Air Force on matters that concern Reserve Forces and cadets.

## Our Team

As a small and committed team we strive to promote the value and diverse skill set of the Armed Forces family to the local community and employers from all sectors.

## Our Work

We provide informed support to help London's Armed Forces Community and use our locally driven relationships to deliver defence outputs at a regional level. Perhaps most crucially we manage the Volunteer Estate, ensuring our Reservists and Cadets have proper facilities to train in and thrive.

# 2. WHAT WE DO

**ENGAGEMENT** – We work to establish and maintain strong relationships with employers and community stakeholders to develop a mutually beneficial working relationship with the Ministry of Defence.

Our Engagement Team is here to advise and guide companies to adopt a forces friendly policy beginning with signing the Armed Forces Covenant, through their journey on the Employer Recognition Scheme to becoming advocates for Defence.

**CADETS AND YOUTH** – There are over 13,500 cadets across London, at GL RFCA we provide financial, administrative and logistical support that enables them to take on challenges and adventures that would otherwise be unavailable to them.

Importantly, we provide the recruitment support for the adult volunteers without which the cadet organisations would cease to exist.

**ESTATES** – Our Estates Team manage over 40 Reserve Centre's in London (including Maritime Reserve and RAF) along with over 130 Cadet establishments.

We have successfully designed and project managed multi-million pound builds and provide all essential maintenance, repairs, leasing and safety compliance to the entire Reserve Estate.

### **3. HOW WE DO IT**

#### **Employer and Community Engagement**

The engagement team supports the delivery of the prestigious Ministry of Defence Employer Recognition Scheme (ERS), including the Silver and Gold Award Ceremonies. Companies can be nominated for a Gold or Silver Award based on the commitment they have shown to being a forces friendly organisation.

Employers are invited to discover the benefits of partnering and Defence through unit engagement activities and domestic military initiatives. These events allow employers to take part in a challenges, test their leadership skills and see first-hand the transferable skill set Reservists bring to the workplace.

#### **Cadet Initiatives and Adult Instructors**

The hard work of London's 13500+ cadets can be seen in the increasing number of events that they are involved in throughout the Capital, These include Remembrance Day Ceremonies at City Hall, Guildhall Yard and boroughs across London.

In addition to administering annual camps we have established combined events, giving cadets the opportunity to test their skills Events such as the much sought after Elworthy Trophy and Lord Mayor's Music Competition are organised every year by the GL RFCA Youth and Cadets Team. Additionally we provide cadets the opportunity to be involved in events such as the Invictus Games and Lord Mayor's Show.

In schools our commitment to the Cadet Expansion Programme is led by our dedicated School Cadet Engagement Officer who guides schools and offers advice throughout the process of establishing a unit.

#### **Managing the Estates**

The estates requires considerable funding to maintain the necessary standards which allow London's Cadets and Reserve Forces to train and thrive. To achieve this the Estates Team juggle multiple projects, of varying sizes with limited funds.

In addition to our core funding we are required to source additional funding streams to meet these demands.

#### **Alternative Venues (AV)**

Alternative Venues London is the dedicated venue hire department within GL RFCA. They are a non-profit organisation which generates additional funding by hiring out facilities within the GL RFCA Estate.

With over 40 Reserve Forces and 130 cadet sites spread across London available for commercial venue hire, the money generated by AV is put directly back into the Estate.

## 4. JOB DESCRIPTION

**Job Title:** Cadet Administrative Assistant (CAA)  
**Job Grade:** E1  
**Department:** Sector Professional Support Staff (PSS)  
**Reporting to:** Cadet Executive Officer (CEO) of the relevant Sector  
**Location:** Reserves Centre, 900 Lea Bridge Road, Whipps Cross, E17 9DW

### Overall Purpose of the Job

1. The Cadet Administrative Assistant (CAA) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA). The CAA is a member of the Professional Support Staff (PSS) which provide essential administrative and logistic support to the Army Cadet Force (ACF) within that Sector
2. The CAA is responsible to the CEO for the administrative and logistic support to the Company HQ and the detachments within that Company area, supported as needed by the other members of the PSS and as directed by the CEO.
3. Day to day management of the CAA is undertaken by the Cadet Quartermaster (CQM).

### Main Activities/Tasks

#### Management of ACF Properties

4. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.
5. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and submit works services where necessary.
6. Co-ordinate access for contractors and monitor works services on behalf of RFCA this also included support lettings via Alternative Venue London (AVL) and being the point of contact between the tenant and GL RFCA / AVL
7. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.

#### Stores Management and Accounting

8. Maintain records for each Detachment, within allocated Company area, and account periodically as directed by the CQM for
  - a. Accommodation stores;
  - b. Training stores and equipment;
  - c. Fire safety equipment;
  - d. Publications and manuals.
9. Issue and account for all clothing and equipment on loan to Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from cadets when they leave the ACF.

10. Inspect all stores and equipment issued to the Area HQ and each Detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary.
11. Make evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment properly.
12. Assist the CQM to prepare weapons and any controlled stores for Land Equipment Assurance (LEA) Inspections.

### **SHEF Management**

13. Publish the Cadet Commandant's annual SHEF policy statement at the Company HQ and each Detachment.
14. Provide, inspect and test Detachment Fire Orders and position fire exit signs in accordance with the DFX (A) Fire Safety Management Plan.
15. Ensure that each Detachment holds a monthly fire practice and maintains a record.
16. Arrange for portable electrical and electronic appliances to be tested as directed by the RFCA.
17. Provide each Detachment with a first aid kit as supplied by the CQM and ensure that each Detachment operates the accident/incident reporting system as required by the CEO.
18. Liaise with any lodger unit or tenant concerning SHEF matters.
19. Ensure that each Detachment maintains a visitors' log.

### **Range Safety (for those Detachments with a miniature range)**

20. Act as Range Custodian Officer and provide, publish and annually review Range Orders.
21. Publish, and revise annually, a list of authorised Range Conduct Officers for each range.
22. Provide and regularly inspect the Range Log at each range.
23. Attend range safety inspections arranged by HQ London District and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.

### **Security**

24. Attend Company HQ and Detachment security inspections and reviews as arranged by HQ London District and action any subsequent reports.
25. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with the relevant ACSO, that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
26. Monitor, on behalf of the CQM, the correct handling of security keys at Company HQ and Detachments.

## **Cadet Training Away for the Detachment**

27. Assist the Company Commander/Detachment Commander by booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as authorised by the CEO/CQM.
28. Provide the necessary logistic support including messing and accommodation arrangements as directed by the CQM.

## **Assistance to Detachment Commanders and Adult Instructors**

29. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
30. Ensure that each Detachment is issued with the correct publications and army forms.
31. Assist the Detachment to prepare documentation for the Annual Inspection.
32. Liaise with Regular and Reserve Army Sponsor Units and the Cadet Training Team for training support.
33. Provide G4 cover for the CQM role as and when required.

## **Additional Duties**

33. These include but are not limited to:
  - As a condition of employment the CAA is required to serve in the Army Cadet Force ,at an appropriate rank within the establishment of the relevant ACF Sector.
  - As required, by the CEO will attend annual and weekend camps and courses.

## **Environmental Responsibilities**

34. Main responsibilities are to monitor all waste generated through the areas under control through formal inspection and ensure that all supervisors of annual camps and weekend training centres are aware of the need to protect the environment.

## **Competencies Required for the Post**

35. **Essential Competences.**
  - a) Logistics experience, including stores accounting and supply matters;
  - b) Familiar with all aspects of military logistic accounts;
  - c) Intermediate Computer Literacy including Microsoft Office / Excel applications;
  - d) Have good communication, numeric and interpersonal skills;
  - e) Ability to work autonomously and as part of the PSS team;
  - f) Be in good health due to the physical nature of the position;

g) Drivers Licence.

**36. Desirable Competences.**

- a) Understanding of the military system, possibly with a service background;
- b) Flexibility, multi task, ability to analyse and problem solve;
- c) Understanding of MOD MIS including JAMES and Westminster.

## **Health and Safety at Work**

- 37. Must take reasonable care for health and safety of themselves, and of other persons who may be affected by their acts or omissions while at work.
- 38. Report all known area site-specific H&S and environmental issues back to the site's 4Cs Duty Holder, ensuring both the CEO and Sector Surveyor are aware.

## **Performance and Development**

- 39. Twice a year, have own performance assessed and reported upon by their Line Manager.

## **Security**

- 40. Undergo a Baseline Personal Security Standard (BPSS) check in accordance with the Association's Security requirements.
- 41. Will be required to undergo a Security Clearance (SC) in accordance with the Association Security Requirements.
- 42. 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) relating to both voice and data on IT Systems.

## **General**

- 43. Will be required to undertake a Disclosure and Barring Service (DBS) certificate check as the role includes working with young people.
- 44. Must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under their control.
- 45. 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.
- 46. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.

## Key personal attributes

Honesty, integrity and loyalty.

A commitment to equality and diversity.

Aligns with the Association's mission and values.

## Qualifications

Educated with relevant qualifications and/or experience.

## 5. BENEFITS PACKAGE

- Salary of £32,204 plus London Weighting £3,300 = £35,504
- Additional allowance £1,610.20 AO Allowance (subject to annual review)
- Pension Scheme 5% Employee and 13% Employer
- All Hours Worked (AHW) – up to 42 hours/week – offering flexibility in how your time is managed over a 17 week cycle.
- A permanent role following successful completion of a 6-month probation (unless already employed by GL RFCA)
- Annual Leave 25 Days (rising by up to 5 days for reckonable service)
- Bonus Scheme

## 6. APPLICATION PROCESS

Applications should be received no later than **4pm on Friday 20<sup>th</sup> February 2026** and should be sent by email to [gl-offcadets@rfca.mod.uk](mailto:gl-offcadets@rfca.mod.uk) marked 'Cadet Administrative Assistant Application'. The shortlist of applicants will be notified shortly after this date.

Applications should comprise:

- A completed application form provided on request from:  
[gl-offcadets@rfca.mod.uk](mailto:gl-offcadets@rfca.mod.uk)
- A cover letter explaining applicants motivation for applying for the role and outlining their suitability and eligibility.
- CV

**Interviews will take place on W/C 23<sup>rd</sup> February 2026.**

*The Reserve Forces' and Cadets' Association for Greater London is committed to being an Equal Opportunities Employer and welcomes applications from eligible candidates no matter what their gender, marital status, age, race, ethnic origin or religious belief.*