



Reserve Forces' and Cadets' Association  
for Greater London

## CADET QUARTERMASTER RECRUITMENT PACK



**MIDDLESEX & NW ARMY CADET FORCE**

Army Reserve Centre, South Africa Road,  
White City, London  
W12 7RW

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## 1. ABOUT US

### Our Background

At Greater London Reserve Forces' and Cadets' Association (GL RFCA) we champion London's Reserve Forces and Cadets and have been their voice since 1908. There are thirteen RFCAs across the UK which are central government bodies with Crown status, each with a legal identify under the Reserve Forces Act 1996. GL RFCA is supported by a local voluntary membership of some 190 people with an interest in Defence, particularly in Reserve and Cadet matters, and they give us influence across London. Uniquely within GL RFCA, we also have a separate City RFCA element that focuses on engagement specifically within the City of London.

The Council of RFCAs (CRFCA), constituted by the thirteen individual RFCAs, provide central coordination and the corporate focus to enable the regional Associations to fulfil the requirements of their customers. The CRFCA gives advice and assistance to the Defence Council and to the Royal Navy, Army and Royal Air Force on matters that concern Reserve Forces and Cadets. The thirteen RFCAs are currently Arm's Length Bodies (ALB) of the Ministry of Defence and it is expected that they will collectively become a Non Departmental Public Body in 2027 to satisfy Cabinet Office requirements.

### Our Team

We are a small organisation of some 60+ people with a headquarters in a Grade 2 listed building in Fulham, near to Putney Bridge, and have four satellite offices across London. We have three main output pillars of activity: Engagement; Cadets & Youth; and, Estates, all coordinated by a small supporting HQ business team.

### Our Work

We promote the value and diverse skill set of the Armed Forces community to local stakeholders and employers from all sectors and use our locally driven relationships to provide 'effect' for defence at a regional level. We support London's military cadets, in particular key logistic and administrative support for the Army Cadet Force and our Estates team manage and maintain some 140 sites used by Reservists and Cadets.

## 2. WHAT WE DO

**CADETS AND YOUTH TEAM.** There are some 16000 military cadets across London in all three services: the Sea Cadet Corps (SCC) including Royal Marine (RM) cadets; the Army Cadet Force (ACF); the RAF Air Cadets (RAFAC); and, school based CCFs, all of which are supported by more than 2000 Cadet Force Adult Volunteers (CFAVs).

GL RFCA manage and maintain the locations and buildings specifically for the ACF and RAFAC and provide a cadre of 33 Professional Support Staff (PSS) to provide administrative and logistic support to the ACF. In addition the PSS assist the recruitment process to attract new adult volunteers.

The RFCA also help in coordinating numerous cadet events and activities across the Capital including Remembrance Day Ceremonies at City Hall, Guildhall Yard and in many boroughs, as well as multiple Armed Forces Day parades, the Lord Mayor's Show and even events such as the Invictus games. We organise a tri service cadet skills competition, the Lord Mayor's Music Competition at the Guildhall

and an annual Lord- Lieutenant's Awards Ceremony.

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

**ESTATES TEAM.** Our Estates Team manage over 40 Reserve Centre's in London, along with some 100+ Cadet establishments, for all three services. We manage large project builds and any sizeable essential maintenance projects and partner with VINCI, under the Future Defence Infrastructure Services contract, to assure the provision of compliance inspections and tests at all our sites so they are safe for Reservists and Cadets to train and thrive – this includes routine maintenance. We also provide Soft Facilities Management for all our sites and although the majority are owned by Defence (via the RFCA) we also manage multiple leases.

The estate requires considerable funding to enable London's Reserves and Cadet Forces to train and operate safely, and achieving this against inevitable funding constraints is a challenge. In addition to core funding we are required to source additional funding streams to help meet the demand and this is achieved through Alternative Venues London – See below.

**ENGAGEMENT TEAM.** We work to establish and maintain strong relationships with employers and wider community stakeholders in London to encourage them to develop a two way mutually beneficial working relationship with Defence. Through our Communications lead we market and publicise Reserve and Cadet activity and recruiting opportunities through multiple social media channels, through our website and via hard print.

Employers can discover the benefits of partnering with Defence through our engagement work and activities enabling them to understand the transferable skill sets that Reservists, Cadet Force Adult Volunteers, Veterans and Service Spouses can bring to the workplace.

Our Engagement Team advises and guides companies to adopt forces friendly HR policies beginning with signing the Armed Forces Covenant (AFC), through their journey with the Employer Recognition Scheme (ERS) to becoming advocates for Defence to other employers. Companies and organisations can achieve a Silver and then Gold Award based on the level of commitment and support they have demonstrated and they will receive these awards at prestigious Silver and Gold Award Ceremonies organised by the team.

**ALTERNATIVE VENUES TEAM.** Alternative Venues London (AVL) is a dedicated venue hire department within GL RFCA. It is a non-profit process involving renting out spare capacity (space/facilities) on the GL Estate on a commercial basis. The proceeds generated by AVL are a vital source of extra funding and our Association Finance Advisory Board assures the process whilst the Association Volunteer Management Board provides direction to direct the funding back into supporting Reserve and Cadets, principally for key estate works.

### **3. BENEFITS PACKAGE**

- **Salary:** Salary is £34,949 p/a plus London Weighting of £3,300. Total £38,249 (annual review in August 26)
- **Pension:** Eligibility to join the Council of RFCA's Pension Scheme with a 5% employee contribution and 13% from the employer.

- **Leave:**
  - Annual Leave of 25 days, rising (1 day per year) to 30 days after 5 years reckonable service (previous HM Forces or Public Sector service may count as reckonable service).
  - Up to 15 days additional special paid leave for Volunteer Reserve commitments, such as the annual training camp or official military instructional training courses.
  - Up to 10 days special paid leave for Cadet Force Adult Volunteer training (eg official annual camp) or specified military instructional training courses.
  - Up to 6 days special paid leave for alternative recognised volunteering service at the discretion of the CE.
  - Enhanced maternity and paternal leave - after one year of service.
  - In addition to 8 public Holidays p/a an additional day for the HM The King's Birthday.
- **Bonus Scheme.** An opportunity to receive a small annual bonus under central CRFCA performance guidelines and also the possibility of a Special Bonus for a specific noteworthy performance.
- **Welfare Support.** Employee Assistance Programme to support welfare needs

## 4. APPLICATION PROCESS

**Application process:** To apply, please send a CV, completed application form and covering letter giving evidence of how you fulfil the requirements, preferably electronically (and marked in the subject 'CQM Application'), to Kate Peyton:

Email : [gl-offman@rfca.mod.uk](mailto:gl-offman@rfca.mod.uk)

Or hard copy to  
 Kate Peyton - Head of Support Services  
 Reserve Forces' and Cadets' Association for Greater London  
 Fulham House  
 87 Fulham High Street  
 London, SW6 3JS

Further enquiries: Email Kate Peyton as above or Tel: 07917 835455

Closing date: The closing date is **4pm on Thursday 30<sup>th</sup> April 2026** and it is anticipated that interviews for retained candidates will take place on the Tuesday **5<sup>th</sup> May 2026**.

Offers of employment will be conditional on the following:

- Confirmation of the right to work in the UK;
- Completion of a medical assessment;
- Receipt of two satisfactory references;
- The role will be subject to the successful completion of a six month probationary period prior to it being confirmed as permanent;
- Undergoing a Baseline Personal Security Standard (BPSS) check (organized by GL RFCA);
- Agreement to sign an employment contract.

*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.*

## 5. JOB DESCRIPTION

**Job Title:** Cadet Quartermaster (CQM)  
**Job Grade:** D (AHW)  
**Department:** Sector Professional Support Staff (PSS)  
**Reporting to:** Cadet Executive Officer (CEO) of the relevant sector

### Overall Purpose of the Job

1. The Cadet Quartermaster (CQM) is a Crown Servant and a full-time civilian employee of the Reserve Forces' and Cadets' Association for Greater London (GL-RFCA). The CQM 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. As the lead for all logistic matters the CQM is accountable to the Chief Executive through the CEO and Head of Cadets and Youth for the provision of logistic support to the ACF in accordance with the policies laid down by the RFCA and Ministry of Defence (MoD) Regulations utilising the Westminster G4 Stores and other IT System.
3. Provide the day to day management of the G4 staff; CSA and CAAs.
4. Although the CQM does not formally deputise for the CEO when they are absent, they are to be aware of the CEO's main responsibilities.

### Primary Activities/Duties

#### Stores Accounting:

5. Maintenance and management of all Sector stores accounts and the implementation of a system of control and co-ordination for the secure storage, receipt, issue and accounting of all equipment on issue to the Sector including weapons, ammunition, clothing, vehicles and stores (including training stores, accommodation stores and loan stores).
6. Maintenance of Special Stores Registers as required.
7. Preparation of documentation for items requiring workshop repair, management of back-loading and, where necessary, replacement.
8. Management of public accounts in respect of rations and PRI including the handling of petty cash.
9. Recovery of clothing and completion of documentation (case files) for all losses in accordance with current MoD regulations.
10. Control and management of weapons and ammunition allocated the Sector, including their correct storage in accordance with current security regulations.
11. Maintenance and accounting for all Sector owned stores.
12. Preparation of all accounts and ledgers for audit and stocktaking by outside agencies including the Logistic Support Assurance & Inspection (LSA&I) and Land Equipment Assurance Inspection (LEA).

**Checks and Examinations:**

13. Management of all Stocktaking and managerial examination of accounts including Equipment, Miscellaneous, Loan, Rations, Clothing and Accommodation accounts throughout the Unit in line with Defence logistics Framework (DLF) and all relevant publications.
14. Supervisory visits to Company and Detachments in conjunction with CAA's which will cover G4 aspects of their responsibilities.
15. Checks on stores and accommodation at Company HQ and Detachments on changes of command.
16. Ensuring corrective action is taken on all external inspection (Fire, Range, LEA, MEI, LSA&I, Ammo, Rations) reports.

**Accommodation and Accommodation Stores:**

17. Facilities Management of the Sector Training Centre and Stores, including reporting of faults.
18. Raise works services for building repairs.
19. Supply, maintain and replace furniture, furnishings and, in association with the Unit Fire Officer, maintenance, servicing and inspection of fire-fighting equipment within the Sector.

**Supervision:**

20. Supervision of G4 responsibilities of the CAAs and following up action on CAA detachment reports.
21. Act as Supervising Officer for catering including contract catering at camps.
22. Management of the Sector laundry and dry cleaning contract.

**Support to Training (including Camp) and Activities:**

23. Provide logistic support to weekend training and activities at Sector level and, where necessary, arrange for temporary loans from appropriate sources of items needed to support such training and activities.
24. Demand, collect and return of all loan items issued for annual camps.
25. Provide detailed allocation of sub unit accommodation for annual camps including handover/takeover procedures.
26. Indenting for and control of Operational Ration Packs (ORP) from Log Sp, on repayment from ACF sub units.

**Provision of Advice and Director of Policy:**

27. Provide professional advice to the Commandant and CEO on G4 matters such as catering, weapons, ammunition and equipment management, hazardous substances, fuel efficiency, vehicle management and building maintenance.
28. Assist the CEO in the production and implementation of the SHEF Management Action Plan.
29. Direct and supervise the CAA on frost precautions to be taken at ACF properties.

## **Transport:**

30. As the Sector Transport Manager the CQM is required to:

- a. Maintain and up to date list of authorised drivers;
- b. Control work tickets, FMT 600 and vehicle accident forms;
- c. Be responsible for the overall organisation and control of Sector vehicles including repairs, servicing, MOT and allocation of vehicles for training;
- d. Arrange the hire of vehicles as required.

## **Safety, Health, Environment, Fire and Sustainable Development (SHEFSD)**

31. Nominate and support the Unit Fire Officer and, in accordance with the DFR (A) Fire Safety Management Plan, issue the fire safety equipment, orders and signs for all ACF properties, supervise the regular testing of equipment and action any reports or inspection recommendations.

32. Act as the Sector representative on the GLRFCA) Health and Safety Committee, if required.

33. Act as the focal point for the preparation of site risk assessments for ACF properties within the Sector covering buildings and external areas and, where appropriate, manual handling and work equipment.

34. Act as the energy and fuel efficiency officer for the Sector on behalf of the GL RFCA Chief Executive.

## **Security**

35. Act as the Assistant Unit Security Officer and is to control the security arrangements as detailed by the CEO, for locations including the Unit ammunition store, armouries and all security keys.

## **Miscellaneous**

36. Demand and distribution of official publications, army forms, manuals and maps.

## **Competencies Required for the Post**

### **37. Essential Competencies:**

- 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 applications;
- d. Have good communication, numeric and interpersonal skills;
- e. Ability to work autonomously and as part of the PSS team;
- f. Drivers Licence (full UK).

### **38. 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, MJDI and Westminster.

## Additional Duties

39. This includes but is not limited to:

- a. As a condition of employment the CQM is required to serve in the Army Cadet Force, in a rank not exceeding the rank of Captain within the establishment of the relevant ACF Sector.
- b. As required, by the CEO will attend annual and weekend camps and courses.

## Health & Safety at Work

40. 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)

41. Will be required to be assessed and reported upon their performance twice a year by his/her Line Manager, the CEO.
42. May be required to assess and provide inputs on the performance of the Sector G4 staff, the CSA and the CAAs to the CEO.

## Security

43. Will be required to undergo a Security Clearance (SC) in accordance with the Association Security Requirements.
44. 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

45. Will be required to undertake a Disclosure and Barring Service (DBS) certificate {previously known as a Criminal Records Bureau (CRB) check as the role includes working with young people.
46. Must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control.
47. 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.
48. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.