



Reserve Forces' and Cadets' Association  
for Greater London

## RECRUITMENT PACK CADET ADMINISTRATIVE ASSISTANT



**MIDDLESEX & NORTH WEST 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.

**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.

**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.

**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:** The Cadet Administrative Assistant role Salary is £32,455 p/a plus London Weighting of £3,300. Total£35,755, there is also an additional £1,610.20 AO allowance (subject to annual review).
- **Pension:** Eligibility to join the Council of RFCA's Pension Scheme with a 5% employee contribution and 13% from the employer.
- **Working Patterns:** The opportunity for flexible working patterns and/or remote working is available but is subject to RFCA guidelines.

- **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 and covering letter giving evidence of how you fulfil the requirements together with a completed application form, preferably electronically (and marked in the subject 'CAA MXNW ACF' 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 11<sup>th</sup> June 26** and it is anticipated that interviews for retained candidates will take place on **Thursday 18<sup>th</sup> June 26.**

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 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, South Africa Road, White City, London, W12 7RW

### 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.