



JOB DESCRIPTION

Job Title: Cadet Training Team Stores person **Job Grade:** Skill Zone 2
Department: London District Cadet Training Team
Reporting to: Cadet Executive Officer of South West Army Cadet Force

1. Background.

As part of the expansion of cadet units in schools under the Cadet Expansion Programme (CEP) there is a requirement to provide an enhanced level of support to participating schools. As a result there is a need to support the London District Cadet Training Team (CTT). This position is employed by the Reserve Forces' & Cadets' Association for Greater London, who retain the ultimate responsibility for the individual but will work with and be directed on a day to day basis by the RQMS of the CTT.

2. Main Objectives.

- a. Assist the CTT with the management of stores, equipment, and facilities within home base location and deployed locations.
- b. Driving duties in support of the administration of Combined Cadet Force (CCF) Units within the CTT Area of Responsibility.
- c. Support the CTT deployed CCF Central Camp annually for no more than 4 weeks.

3. Detailed Tasks.

- a. Undertake routine driving duties as directed by CTT staff including collection and delivery of stores.
- b. Assist the CTT with assurance and auditing of all CTT stores and equipment.
- c. Assisting with the in loading and out loading of stores and supplies as directed by CTT staff. This will include manual handling requirements within capabilities and safe lifting and manual handling limits for which instruction will be provided.
- d. Assisting with the handover, takeover and running of summer camp locations as directed by CTT staff for which a hard living fund is payable.

Health & Safety at Work.

4. 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.

Performance and Development Report (PDR).

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

Security.

6. Will be required to undergo a Security Clearance (SC) and a Disclosure and Barring Service check as a condition of employment.
7. Will be required to comply with and sign annually, the Security Operating Procedure (SyOps) for the use of the MOD Wide Area Network (WAN) relating to both voice and data on IT System.

General

8. The role may require the occasional late working and this will be compensated with Time Off In Lieu (TOIL).
9. Must administer, maintain responsibility for and take reasonable care of any vehicles, equipment and/or other items under his/her control.
10. 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.
11. This job description may be reviewed in the light of changes during the period of the appointment and/or on change of the incumbent.