Reserve Forces’ and Cadets’ Association

for Northern Ireland (RFCA NI)



**CADET ADMINISTRATIVE ASSISTANT**

**RECRUITMENT PACK**

1. **ABOUT US**

At RFCA NI we champion Northern Ireland’s Reserves Forces and Cadets through community and corporate engagement, estate management and support to local Reserve Units and Cadet Detachments.

**Our Background**

Established in 1908 (as Territorial Associations) the Reserve Forces’ and Cadets’ Associations (RFCAs) were originally designed to provide local support to the Territorial Force in every county. Over 100 years later the name has changed, the number of associations has reduced and the RFCA dependency has grown to encompass reserves and cadets of all 3 services.

RFCA business is publicly funded, delivered regionally and provides support to the single services of the MOD (Royal Navy, Army and Royal Air Force).

The RFCA is comprised of 13 individual associations which cover the United Kingdom, and are central government bodies with Crown status. The RFCAs are established by an Act of Parliament, each with its own scheme of association, drawn up by the Defence Council under the Reserve Forces Act 1996 (RFA 96), therefore the RFCAs are ‘arm’s length bodies’ of the MOD.

Each association comprises a body of volunteer members drawn from across society with a professional (salaried) staff that is responsible for the wellbeing of the region’s reserve forces and cadets and promoting their interests, whilst building relationships with the local community and employers.

**Our Responsibilities**

We are responsible for:

* Providing regional advice on behalf of the UK’s volunteer reserve forces and cadets.
* Working with the Royal Navy, Army and Royal Air Force to deliver support to the reserves and cadets against Service Level Agreements.
* Establishing and maintaining links within the Northern Ireland community.
* Delivering employer engagement on behalf of Defence.
* Managing the volunteer estate through the maintenance and support of reserve training centres, cadet centres and training areas.

**Our Team**

Our dedicated team of salaried staff and voluntary members strive to promote the value and diverse skill set of the Armed Forces family within the Northern Ireland community and employers from all sectors.

**Our Work**

**VOLUNTEER ESTATE AND INFRASTRUCTURE**

We maintain the estate to the required legal standard, ensuring that all sites are kept in good condition, fit for purpose and secure. Through our estate expertise and local knowledge we aim to provide an attractive environment in which to recruit, train and ‘refresh the spirit” of our volunteers.

**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.

Stakeholders are invited to discover the benefits of partnering with Defence through unit engagement activities and domestic military initiatives. These events allow employers to see first-hand the transferable skill set Reservists bring to the workplace.

We support the Reservists and their employers during periods of operational deployment, through the Defence Relationship Management (DRM) organization which provides the interface between the military and those employers who have reserves on their staff.

**CADETS AND YOUTH**

We provide financial, administrative and logistical support to the 2,500+ cadets across Northern Ireland, enabling them to experience 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.

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.

1. **JOB DESCRIPTION

Cadet Administrative Assistant (CAA)**

**Grade:** E1 All-Hours-Worked (AHW)

**Department**: 1st (NI) Battalion Army Cadet Force

**Reporting To:** Cadet Executive Officer (CEO)

**Job Purpose:**

1. The Cadet Administrative Assistant (CAA) is a full-time Crown Servant civilian employee of the Reserve Forces and Cadets Association for NI (RFCA NI).
2. The CAA, in consultation with and as directed by the CEO and the Cadet Quartermaster (CQM), is responsible for the providing the administrative and logistic support framework for Cadet activities.
3. The CAA is required to become a volunteer in the Army Cadet Force, as an Adult Instructor, as part of their contract of employment with the RFCA. Such membership is supported by up to 21 days of additional remuneration at the appropriate rate at the rank of which they are entitled (normally Sergeant Major Instructor - SMI).

**Specific Duties**

**General Description of Role:**

1. The CAA is to provide the administrative and logistic support framework to:
	1. Specifically: B Company (B Coy) of 1Bn ACF which includes a number of detachments belonging to B company ACF. The main place of work is Magilligan Cadet Training Centre. There is a requirement to work in all areas of NI. Work locations may be changed at the discretion of RFCA NI and with appropriate notice to the post holder.
	2. Generally: Permanent Support Staff of the 1st (NI) Bn ACF (under the direction of the CEO) work to enable the Safe Place and Safe Equipment for Cadets to train safely and effectively at all times. The work is varied and includes (on occasion), other wider Battalion tasks as and when detailed by the CEO.
2. Key tasks include:
	1. The day-to-day responsibility for the control and security for all Weapons, Ammunition, Stores, Vehicles and Real Estate on charge to the Company.
	2. Ensuring that the Company Officers and Adult Instructors are aware of all legislation, direction, Risk Assessments and orders pertaining to: Safety Health and Environment & Sustainable Development, the use of Ammunition, Weapons, Vehicles and Training Areas.
	3. Maintenance of the Safe Place and Safe Equipment for Cadets, Company Officers and Adult Instructors to conduct activity in the ACF estate within the Company; and/or Battalion (where directed by CEO).
	4. Provision of the administrative, logistic support functions and advice that the ACF Company requires to allow it to train and operate safely and effectively at all times.

**Principal Areas of Accountability/Tasks and Duties:**

1. **Description of Primary Duties**:
	1. Security Management:
		1. Act as the ACF Company/ Area Security Advisor.
		2. Manage the ACF Company/ Area Holdings of Ordnance, Munitions and Explosives (OME).
		3. Assist the CEO in the management of Non Public Funds from the Company and Detachments as directed by the CEO.
		4. Contribute to the Unit and Detachment level Security Audit and inspection activity as directed by the CEO.
		5. Conduct Security Audits of managed locations and as required, producing the results to the CQM/CEO.
		6. Ensure that all Officers/Adult Instructors are conversant with the Equipment Care Policy (EC), the rules for using equipment and vehicles. To ensure that all members of the ACF within their Company are fully compliant with the requirements of EC and the Unit Equipment Care Document (UECD).
		7. Be responsible for producing and maintaining a list of works required throughout the Company estate and ensure that those works are completed.
		8. Day to Day Running of Unit Armoury including fault reporting utilising the JAMES Management System.
	2. Safety Management:
		1. Contribute to the ACF Company/Area’s adherence to the MoD Army Cadets Safety Management System both at the Detachment locations and all other areas within which the ACF may be working/training.
		2. Maintain your own qualification currency and competency within area of Safety, Health, Environmental & Sustainable Development (SHE&SD) in order to attain and retain ACF ‘Safe Person’ status.
		3. Maintain own qualification currency and competency within Child Safeguarding, in order to attain and retain ACF ‘Safe Person’ status.
		4. Act as Safe Place Assurance Adviser for those elements of the ACF & Joint Cadet Estate within designated locations.
		5. Contribute and support organisation level SHE&SD Assurance & Inspection (A&I) activity, as directed by CQM.
		6. Ensure designated cadet estate is compliant for fire safety and all locations have required in-date Assurance Documentation.
		7. Ensure that First Aid equipment is in date, suitable and fit for purpose across all managed sites.
	3. Personnel and Administrative Support:
		1. Provide routine clerical and administrative support to the ACF Company and Battalion Headquarters by way of mail handling, assisting with personnel admin matters and other staff support as required.
		2. Assist and advise the ACF Company adult volunteers in the delivery of a personnel welfare function (in consultation with CEO).
		3. Maintain records on the Westminster logistics CIS Cadet Management System.
	4. Estates and Safe Place Management:
		1. Enable RFCA contractor access as required within those elements of the RFCA-managed ACF & Joint Cadet Estate on charge.
		2. Maintain routine Estates Safe Place monitoring within those designated sites, raising and monitoring Works Services Requests, in response to identified faults, damages, deficiencies, security risks or as a consequence of Statutory & Mandatory Inspection & Testing (SMIT) findings.
		3. Support, advise and assist CFAVs and (where directed by the CEO), personally execute housekeeping and minor preventative maintenance tasks within the managed estate on charge, in order to preserve and conserve estates and facilities integrity as agreed with the CQM.
		4. Act as Range Officer for those Indoor ranges within the ACF Company/Area for which the Battalion ACF acts as Range Administering Unit, including: facilitating routine MOD A&I activity; maintaining range use and certification records; and providing users with range infrastructure briefs.
		5. Be prepared to respond (within All-Hours-Worked contract), including out-of-hours where necessary, to major facilities-related incidents within those elements of the RFCA-managed Cadet Estate on charge.
		6. Manage the Company HQ building at Caw Camp including the coordination of work maintenance tasks and cooperation with Caw Camp Staff.
	5. Logistics and Equipment Management:
		1. Account for publicly-funded materiel on behalf of the ACF.
		2. Maintain ACF-purchased (and MOD-unsupported) materiel on charge.
		3. Report all faults, damages or deficiencies identified with materiel on charge.
		4. Lead on Equipment Care (EC) on behalf of the Supported ACF Company Commander.
		5. Manage Defence Clothing and Equipment through issue and receipt of these using MOD IT systems and processes for the Supported ACF Cadets and Adult Volunteers.
		6. Support the CQM with unit level Logistic & Equipment Support A&I activity and checking regimes.
		7. Manage issued RFCA vehicles.
		8. Manage the booking of transport for ACF activities using MOD IT systems and processes.
		9. Conduct Driving Duties (including the use of Minibus requiring a D1 Licence) in support of ACF activities and as directed by the CEO.
	6. Training Enablement:
		1. Contribute to the ACF Training Planning process, in respect of the Enabling Function.
		2. Distribute, deploy, redeploy and recover materiel, stores and consumables as required to support ACF training plans.
		3. Enable ACF use of External Training Resources.
		4. Provide on-site presence support to weekend residential activities based at Magilligan Cadet Centre.
2. **Description of Additional Duties:**
	1. Conduct ACF Battalion rotational duties, for example; MT, Security, Armouries, and Accommodation both in Barracks and on annual camp; as directed by the CEO. Undertake tasks and support activities at all Battalion sites.
	2. Support to and attendance at Annual Camp is mandatory.
	3. Any other task as detailed by the CEO commensurate with grade experience and qualifications/training.
	4. A CAA must serve in the Army Cadet Force either as an Officer (after attending a suitable qualifying course) or as an Adult Instructor. A Cadet Forces Commission may be held in accordance with ACF Regulations. Your rank at employment will be that of ACF Sergeant Major Instructor (SMI), unless you hold, or previously held a Reserve or Cadet Commission.
	5. Perform duties in a manner that is compatible with safe working practices and in accordance with the Chief Executive, RFCA Northern Ireland’s SHEF Policy Statement.

**Performance and Development Reports (PDR)**

1. The CAA will be assessed and reported upon their performance twice a year by their Line Manager in accordance with Reserve Forces’ and Cadets’ Association policy and process.
2. The CAA is to carry out other instructions and duties as directed by the CEO consistent with his employment grade.
3. This job description may be reviewed in the light of changes during the period of the appointment.

**Competences Required for the Post**

Essential and desirable competences for the role of the CAA are as follows:

| **Serial** | **Competence** | **Essential** | **Desirable** | **Evaluation[[1]](#footnote-1)** |
| --- | --- | --- | --- | --- |
|  | Experience managing a stores environment | √ |  | A/I |
|  | Good organisational and time management skills, attention to detail and ability to prioritise tasks | √ |  | A/I |
|  | Strong IT skills, particularly Microsoft Word and Excel | √ |  | A/I |
|  | Excellent communication, interpersonal and presentational skills | √ |  | A/I |
|  |  A good team worker, but with the ability to also work effectively alone. | √ |  | A/I |
|  | Full UK driving licence | √ |  | E |
|  | Experience working with children and young people |  | √ | A/I |
|  | Hold or be prepared to obtain a D1 licence |  | √ | E/I |
|  | Qualified and experienced in Health & Safety (IOSH cert) |  | √ | E/I |
|  | CIEH Level 3 Fire Safety qualified (or equivalent). |  | √ | E/I |
|  | First Aid qualified |  | √ | E/I |
|  | All Arms CQMS/SQMS course qualification or RAF/RN equivalent |  | √ | E/I |

The post holder will be required to be Security Cleared (SC) and Access NI checked.

**Skills & Behaviours (AO grade)**

* **Seeing the Big Picture -** Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the organisation to inform your area of work.
* **Changing and Improving -** Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.
* **Making Effective Decisions -** Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively.
* **Leadership -** Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people’s points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.
* **Communicating and Influencing -** Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.
* **Working Together -** Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.
* **Developing Self and Others -** Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.
* **Managing a Quality Service -** Gain a clear understanding of customers’ needs and expectations. Plan, organise and manage your own time to deliver a high quality service which gives taxpayers a good return for their money. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep customers and all colleagues up to date with progress. Show customers where to access relevant information and support that will help them to use services more effectively.
* **Delivering at Pace -** Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant policies, procedures and rules that apply to the job. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.

**Benefits Package**

Salary of £31,179 plus Northern Ireland allowance of £750 pa

Pension Scheme 5% Employee and 13% Employer

Annual Leave 25 Days (rising by up to 5 days for reckonable service) plus bank holidays

Hybrid working is negotiable, with up to 2 days working from home

Bonus Scheme

Support for further training and CPD

**Application Process**

Applications should be received no later than **5pm on Friday 23rd May 2025** and should be sent by email to ni-info@rfca.org.uk marked “Cadet Administrative Assistant Application”. The shortlist of applicants called for interview will be notified shortly after this date.

Applications should comprise:

* A completed application form (available at <https://cloud.rfca.org.uk/s/Ey6R4t9DRN9nHiq> or on request from: ni-info@rfca.org.uk).
* A cover letter explaining the applicant’s motivation for applying for the role and outlining their suitability and eligibility.

**Interviews are expected to take place during the week commencing 16th June.**

*The Reserve Forces and Cadets Association for Northern Ireland 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.*

1. *A – Application form I – Interview E - Evidence* [↑](#footnote-ref-1)