

COUNCIL OF RESERVE FORCES' AND CADETS' ASSOCIATION

JOB DESCRIPTION

Job title	Skills Zone 2 Cadet Training Team (CTT) Stores person
Location	Cadet Training Team, Strensall, Fixed Term Contract to 31 Mar 20.
Salary	£17,853 per annum.

1. Background.

A position has been established for a Skills Zone 2 post, employed by the RFCA for Yorkshire & The Humber.

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 Regimental Quartermasters (RQMS) within the Regional CTT's with this post.

2. Main Objectives.

- a. Assist the CTT staff with the Management of the Joint Deployed Inventory (MJDI) stores system.
- b. Driving duties in support of the administration of Combined Cadet Force (CCF) Units within the CTT Area of Responsibility.
- c. Support to CTT managed CCF Central Camp annually.

3. Detailed Tasks.

- a. Undertake routine driving duties as directed by CTT staff including collection and delivery of stores.
- b. Assist with the management of and input of data into the MJDI computer system. Appropriate training will be provided
- 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.

4. Terms and Conditions of Service.

- a. Employed by the RFCA for Yorkshire & The Humber as a Crown Servant on a fixed term contract until 31 March 2020.
- b. Salary of £17,853 per annum.
- c. Contracted for 37 hours per week with normal working hours from 0830 to 1630. Overtime is not payable but time off in lieu will be permitted where appropriate however, attendance on detached duty will come under separate arrangements.

d. Reasonable travel and subsistence expenses will be refunded in line with current RFCA Staff Regulations.

e. An annual leave entitlement of 25 days (which may be increased to 30 days if prequalifying has been achieved) plus Bank Holidays in accordance with RFCA Staff Regulations.

f. Although employed by the RFCA for Yorkshire & The Humber the successful candidate will work with and be directed on a day to day basis by the RQMS of the CTT at Strensall, York.

g. As part of the role there is a requirement to attend CTT annual camp at a different location from the contracted work location. This will be for a maximum of 3 weeks normally in June/July each year. Staff are required to attend but will be further remunerated with a daily hard living and additional hours allowance.

5. **Essential Attributes.**

a. Computer skills to manage MJDI.

b. Ability to communicate both orally and in writing.

c. Ability to undertake manual handling tasks.

6. **Qualifications.** Current, lean driving licence.

7. **Additional Requirements.** The incumbent will be required to undergo a Security Clearance and a Disclosure and Barring Service check as a condition of employment.

8. **Recruitment Plan.**

a. To apply please send covering letter and CV to yh-offman@rfca.mod.uk or post to:

Mrs Karen Springham
RFCA for Yorkshire & The Humber
20 St George's Place
York
YO24 1DS.

b. Closing date for applications is Friday 22 February 2019. Interviews will be scheduled during the month of March 2019.