



JOB DESCRIPTION

Appointment: Administrative Officer (AO) – Part Time (20hrs per week)
Department: Humberside and South Yorkshire Army Cadet Force (H&SY ACF)
Line Manager: Cadet Office Manager (COM)
Grade: E1

General:

The AO is responsible to the Cadet Office Manager (COM), (H&SY ACF) for all clerical and administrative matters within their sphere of responsibility. The incumbent will be based at the County HQ, H&SY ACF, in Driffield.

Specific Responsibilities and Duties:

- a. In the absence of the Office Manager, be responsible for any duties delegated to them for the period of absence.
- b. Input and interrogate Voluntary Remuneration system within Westminster and follow-up onto JPA.
- c. Support and manage CFAV recruitment, including processing all documentation and input detail to Westminster for potential CFAVs.
- d. Be conversant and competent in the use of Symphony payment system, inputting all invoices for payment by the RFCA.
- e. Input and interrogate and maintain records on Westminster for potential CFAVs.
- f. Maintain the County DBS, Security & Responsible for Information database of all CFAVs to ensure clearances are current in conjunction with the CEO. Process all documentation and input detail to Westminster.
- g. Cover for other members of staff during leave or other periods of absence as advised by the Office Manager.
- h. Together with other members of the office staff, operate the main gate security and telephone switchboard.
- i. In addition to the above, the post holder will be required to undertake other duties as directed by the CEO and COM commensurate to the grade of an E1.

Required skills and experience:

- a. Be IT literate, with particular experience in using MS Office applications and database interrogation.

- b. Experience in general office procedures and competent use of general office equipment.
- c. Ability to deal confidently with a diverse range of people.
- d. Excellent written and verbal communication skills, with an awareness of confidentiality.

Desirable skills and experience:

- a. Understanding of Military/ACF procedures.
- b. Knowledge of Child Protection procedures (Safeguarding).

Personal qualities and behaviours:

- a. Self-motivated, positive and highly organised individual with a flexible approach.
- b. Ability to prioritise tasks and time manage effectively.
- c. Excellent organisation skills and attention to detail.
- d. Ability to work as part of a small team.
- e. Ability to deal with a wide range of circumstances and stakeholders.

Other requirements:

This position requires Security Clearance and under the Disclosure and Baring Service (DBS) Code of Practice, an Enhanced Disclosure is required.

The successful individual will need to comply at all times with the terms of the Associations' health and safety policy and procedures and data protection/freedom of information requirements.

The RFCA Chief Executive and CEO reserve the right to review the Job Description in the light of significant changes in responsibility and the progression of technology.