

**JOB DESCRIPTION**

**Post:** Cadet Administrative Assistant (CAA)

**Department:** Humberside and South Yorkshire ACF (HSY)

**Line Manager:** Cadet Executive Officer (CEO)

**Grade:** E1 (AHW)

**General**

1. The Cadet Administrative Assistant (CAA) will be responsible to the CEO, (HSY) ACF for all administrative and technical matters within County HQ and the Cadet Training Centre (CTC) at Driffield, where they will normally be based. However this location may be changed to suit the requirements of the RFCA.

**Duties**

2. Acting in a ‘caretaker’ role for CTC, managing the condition of buildings and outside areas in order to maintain operational effectiveness and high standards of the estate. Responsibilities include coordination of all maintenance (work services) and inspections at all sites, as well as the reporting of infrastructure faults to YH RFCA. This includes monitoring of health and safety and monthly fire safety checks associated with the estate.

3. Ensuring compliance with all SHEF specifics in line with governance (ACSO1200), providing administration support as required.

4. The coordination of maintenance (Works Services) of all buildings, stores, ranges, utilities and real estate within County HQ and CTC.

5. Be the County Joint Asset Management Equipment Support (JAMES) administrator.

6. Support security specifics within the CTC, to include identified OME management.

7. Account, and be responsible for all manual accounts, back-loading of stores and equipment as required.

8. Regular liaison with the CQM and fellow staff in connection with ACF training, providing stores, equipment and accommodation services as required. Be prepared to cover the duties of fellow staff during periods of sickness, absence and/or leave.

9. Prepare the CTC for weekend activities and recover assets post use whilst ensuring all documentation is compliant and pers occupying are Suitably Qualified Experienced Pers (SQEP) for equipment and activities authorised by the ACF.

10. Supporting the CEO/CQM in preparation for mandatory and regulated inspections by Regular Army HQ’s.

11. Attendance as required at weekend activities to assist in administrative duties as necessary.

12. Attendance at the County Annual Camps to provide administrative and equipment support under the direction of the CEO/CQM.

13. Other duties as directed by the CEO/CQM consistent with the general duties required of the job’s position and grade.