



## **CADET EXECUTIVE OFFICER COUNTY OF DEVON ARMY CADET FORCE**

This is an exciting opportunity to Join The Wessex Reserve Forces' & Cadets' Association as a Cadet Executive Officer, responsible for providing expert services in Support of the Ministry of Defence. This is a full-time post based at Exeter and the post holder is expected to reside within daily travelling distance.

The Wessex Reserve Forces' & Cadets' Association (RFCA) is an independent, not-for-profit organisation dedicated to supporting and promoting the 4,500 tri-service Reservists and 14,600 Cadets across the seven counties of the South West (Cornwall, Devon, Somerset, Dorset, Gloucestershire, Wiltshire, the City & County of Bristol) plus the Channel Islands, as well as providing support and assistance to the employers of Reservists and Cadet Force Adult Volunteers.

As an organisation we engage with the community in order to improve understanding of the roles and needs of the Armed Forces in general and the Reserve and Cadet Forces in particular. We are dedicated to raising awareness of the contribution they make to the nation and our region. Most importantly, we ensure that the outstanding contribution made to the local community by members of the Reserve and Cadet Forces is recognised and celebrated by the local community.

The salary for the appointment is £41,173 (not negotiable), which includes an addition for working unsocial, and in excess of standard, hours. CEOs are employed on an All Hours Worked contract which is based on an average of 42.5 hours worked per week, over a rolling 17 week period. This is subject to any annual MoD pay rise. The successful applicant will be eligible to join the CRFCA Pension scheme. This is a Career Average Revalued Earnings scheme (CARE) in which the employer contribution is 13% and the employee contribution 5%. The successful candidate will be entitled to 25 days' annual leave, plus bank holidays. Annual leave entitlement increases by 1 day per year up to 30 days; those with 5 years' prior service with HM Forces/OGD will start with 30 days' entitlement. This is equivalent to a Civil Service Higher Executive Officer Grade.

The CEO provides the day-to-day administrative and logistic support to ensure that the ACF in the County is able to train effectively and safely. The key areas are:

- Staff officer and advisor to the ACF Commandant.
- To act as the Designated Safeguarding Lead, responsible for safeguarding management, training and advice.
- Management of the professional support staff.
- Compliance with legislation on security and health and safety matters.
- Management of public and non-public funds.
- Compliance with military and civilian requirements for the good management of the estate, vehicles and equipment.
- Secretary to Devon Joint Service Cadet Committee.
- The day-to-day administration of logistic and infrastructure support to the County ACF.
- The implementation and administration of statutory regulations including the Children's Act 2004 (or devolved equivalents), Health and Safety at Work regulations, the Food Safety Act, Works Regulations and ACF Regulations.

The post holder will be subject to a Security Clearance check and DBS Enhanced check; two suitable references will also be required. For meaningful checks to be carried out, individuals need to have lived in the UK for a sufficient period of time to enable appropriate checks to be carried out and produce a result which provides the required level of assurance. You should normally have been resident in the

United Kingdom for the 5 years for SC clearance. A lack of UK residency in itself is not necessarily a bar to a security clearance and applicants should contact the Vacancy Holder/Recruiting Manager listed in the advert for further advice.

For an application form and job description please visit [Cadet Executive Officer – Devon Army Cadet Force | \(wessex-rfca.org.uk\)](http://wessex-rfca.org.uk)

### **Selection process details**

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Experience and skills.

As part of the application process, we ask you to submit:

- A CV detailing job history/qualifications/ skills
- A statement of suitability (personal statement) (maximum 1000 words) - **How you meet the essential criteria as detailed in the job description.**

**Your CV should consist of your career history, qualification including any key achievements in each role.**

The sift will be held on your CV and Personal Statement (Statement of Suitability) (**How you meet the essential criteria as detailed in the job description**).

If you are successful at sift stage, you will be invited to an interview which will be behaviour-based questions and technical skills based questions. [Success Profiles \(opens in a new window\)](#)

### **Success Profile**

#### **Skills and qualifications.**

**The skills and training identified below represent those required on appointment or within a short time scale (up to 6 months) from appointment to this position. Complete in-house:**

- IT literate and the ability to use Microsoft Word, PowerPoint and Excel with the ability to learn and use bespoke Management information Systems (MIS)
- Ability to communicate clearly in writing and orally to the chain of command/management to include voluntary personnel and other stakeholders
- Ability to build good working relationships
- Ability to manage a significant workload and prioritise commitments without close supervision
- Able to demonstrate an awareness of child safety and general child safeguarding.
- Driving Licence

### **Experience**

#### **Essential**

- Line management of staff in a civilian work environment
- Experience in the field of security management
- Understanding and experience of Data Protection requirements (GDPR/DPA)
- Practical bookkeeping and experience of fund management, including accounting audit systems
- Good interpersonal skills
- Empathetic, having the ability to deal with a wide variety of circumstances within a youth voluntary organisation
- Ability to communicate clearly in writing and orally to the chain of command/management to include voluntary personnel and other stakeholders

#### **Desirable.**

- Good knowledge of the military system from a chain of command and staff perspective
- Experience in customer relationship management and stakeholder liaison
- Understand the volunteer ethos and Cadet Force(s) in general
- Previous Service in the Armed Services
- Health and Safety Manager/Experience
- Knowledge of child protection procedures
- Service Funds Accounts (or equivalent)

**Behaviours ([Success Profiles - Civil Service Behaviours](#)).**

- Seeing the Bigger Picture
- Leadership
- Collaborating & Partnering
- Communicating and Influencing
- Working Together
- Delivering at Pace

Applications should comprise of:

- Application Form (Separate Document)
- CV detailing job history/qualifications/ skills (Separate Document)
- A statement of suitability (personal statement) (maximum 1000 words)- demonstrating how you meet the essential requirements of this job and why you consider yourself suitable for the position, indicating your interest and motivation to assume this role. (Separate Document)

Applications required by **Friday 2 August 2024.**

**Applications will only be Valid Applications if all 3 documents are provided.**