



Combined Cadet Force Association Job Description

Job Title:	Stores Person	Position Type:	Full Time. 1 year Fixed Term Contract
Department:	Cadet Training Team	Level/Salary Range:	BAND A1 - 48 hrs per week £20,492.16
Responsible for:	Stores management	Travel Required:	Occasional
Reporting to:	RQMS CTT	Closing Date:	Midday Friday 29 March 2019
Location:	1 x post HQ 160 INF Bde & HQ Wales, Brecon, Wales 1 x post HQ 51 INF Bde & HQ Scotland, Stirling, Scotland 1 x post HQ 38 (Irish) Bde, Lisburn, Northern Ireland		

Purpose of the Post:

The Combined Cadet Force Association is responsible to the Army's Regional Command for supporting the delivery of the Cadet Expansion Programme (CEP). As part of the expansion of cadet units in schools under the Cadet expansion Programme (CEP) there is a requirement to support our schools more effectively. As a result there is a need to support the Regimental Quartermasters (RQMS) within CTTs with a stores person post.

Principal Responsibilities

Support the CTT with the management of stores within its area of responsibility

- Assist the CTT staff with the Management of the Joint Deployed Inventory (MJDI) stores system.
- Driving duties in support of the administration of Combined Cadet Force (CCF) Units within the CTT Area of Responsibility.
- Support to CTT managed CCF Central Camp annually.
- Undertake routine driving duties as directed by CTT staff including collection and delivery of stores.
- Assist with the management of the MJDI computer system. Appropriate training will be provided
- 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.
- Assisting with the Handover, Takeover and running of summer camp locations as directed by CTT staff.



General duties in support of the CTT

- Attending all Regional Point of Command (RPOC) level events including Central Camp and courses.
- Liaise with the CTT training staff to ensure the smooth delivery of all G4 aspects are carried out including the various reporting and inspection regimes.
- Identify, share and promote best practice within the CTT.
- Assist with security of stores, weapons, ammunition
- Supervision of installation and movement of MOD equipment
- Attend and carry out support of CCF Central camp as directed by OC. The CTT annual camp will take place at a different location from the contracted work location. This will be for a maximum of 3 weeks normally in Jun and Jul each year.
- Any other task as deemed reasonable and necessary.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Good general education ▪ Cat B Driving Licence 	<ul style="list-style-type: none"> ▪ Class C, D, E on Driving Licence ▪ Qualified CFAV ▪ MJDI User 	Application form, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Good understanding of military ethos and personal bearing. ▪ Strong communication skills ▪ Experience of accounting, inventory or stock control. ▪ Intermediate computer skills. 	<ul style="list-style-type: none"> ▪ Understanding of the Armed Forces ▪ Current experience of working within ACF/CCF ▪ Previous Military Experience 	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> ▪ Ability to undertake manual handling tasks. ▪ Written and verbal communication skills ▪ Enthusiasm, flexibility and innovation ▪ Personal credibility and confidence 	<ul style="list-style-type: none"> ▪ Information gathering and analysis skills 	Application form, interview, references

