

Army Cadet Force Association Job Description

Job Title:	SO3 Cadets Equipment & Support	Position Type:	1 x FTE, FTC – 2 years' initial duration
Department:	HQ RC Delivery	Level/Salary Range:	BAND C: £24,500 to £29,500p.a.
Responsible for:	Co-ordinating National Logistics Support for the ACF & CCF	Travel Required:	Yes
Reporting to:	HQ RC SO2 Cadets Eqpt & Sp	Closing Date:	16 March 2018
Location:	Office based – Aldershot with extensive travel		

Job Description

Purpose of the Post:

The post supports SO2 Cadets Equipment & Support in facilitating and coordinating the equipment and services needed to allow the Army to deliver its Defence Task of delivering the cadet movement based on the aims and objectives of the ACF Charter and CCF Mission. The post holder will work closely with the RFCA Professional Support Staff who administer the ACF on behalf of the Army and Regular and Reserve personnel who support the CCF and supply the Army's equipment and services to its Cadets Forces. The post holder will also maintain close relationships with the Air Cadet & Sea Cadet Logistic organisations. They will be innovative, support change, adopt new technologies, and will build up a good working knowledge of the ACF & CCF. You will work as part of a larger team of military, civil servants and contractors delivering cadet support and IS.

Principal Responsibilities:

- National management the ACF and CCF Main Equipment Lists for 55 counties and 500 CCFs and Equipment Tables for 10 Cadet Training Teams.
- Manage the WESTMINSTER G4 information system at the national level for the ACF and CCF, including delivering training where necessary.
- Facilitate and co-ordinate the introduction & management of Defence Log and ES IS systems into the ACF & CCF.
- Manage the supply and co-ordinate the maintenance of cadet specific shooting systems such as the Cadet Air Rifle, LI44A1 CSBTR, L82A2 CTR, L86A2 LSW and L98A2 Cadet GP Rifle.
- Manage the national supply of all ACF & CCF ammunition, ration and other consumable supplies.
- National management of all ACF & CCF clothing requirements and demands.



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- Arrange and co-ordinate the annual delivery of ACF QM & CTT QM conferences at the national or, if required, at the regional level.
- Other Log Sp & ES co-ordination tasks as conditions and equipment change.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Army RQMS qualified, single service or civilian equivalent. ▪ MJDI UAA. ▪ Good general education to GCSE A – C standard. ▪ Evidence of continuing personal and professional development. 	<ul style="list-style-type: none"> ▪ SHEF, NEBOSH, IOSH ▪ JAMES UAA ▪ CIPS Foundation ▪ A level A - C grade general education 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Excellent understanding of Military Logistic Support ▪ Proficient in first and second line Defence logistic support functions ▪ Can work under their own initiative ▪ Understands logistic and equipment support information systems ▪ Can draft and manage fielding plans ▪ Can draft and manage equipment tables ▪ Experience of working with partners, both internally and externally 	<ul style="list-style-type: none"> ▪ Former member of an Armed Forces Logistic branch (QM dept/Log staff) ▪ Understanding of the Armed Forces ▪ Be a serving member of the ACF or CCF ▪ Detailed knowledge of Cadet Forces organisation, training and systems ▪ Understand the Values and Standards of the Army Cadet Force, and how the Army Cadet Force functions 	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> ▪ Effective in logistics support ▪ Demonstrable success in establishing effective working relationship across a range of organisations at all levels ▪ Excellent written and verbal communication skills, including presentation skills 	<ul style="list-style-type: none"> ▪ Information gathering and analysis ▪ Resource management 	Application form, interview, references



	<p>and report writing</p> <ul style="list-style-type: none"> ▪ Effective interpersonal skills: influencing skills are important ▪ Ability to work on own initiative within an agreed framework of objectives ▪ Enthusiasm, flexibility and innovation ▪ Personal credibility and confidence; ▪ Confident in motivating others. 		
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