



RESERVE FORCES AND CADETS ASSOCIATION

FOR EAST ANGLIA

JOB DESCRIPTION

Appointment Details

- a. Job Title: Deputy Chief Executive
- b. Job Grade: C1 / SEO
- c. Department: Association HQ
- d. Reports to: Chief Executive
- e. General description of the Appointment: Firstly, the Deputy is the Cadets and Youth focus for the Association.

Secondly, as Deputy to the Chief Executive to engage on their behalf with the full range of civil and military authorities with whom the Association deals. As such the DCE is authorised to take decisions on behalf of the Chief Executive in their absence.

Thirdly, as Chief of Staff within Association Headquarters, to work with other heads of department to ensure the Association is robustly governed and legally compliant across all its outputs.

Overview

- 01. EA RFCA is one of 13 RFCAs which provide support for Reserve Force and Cadet Units throughout the UK. Each RFCA has a volunteer membership of some 120 –150 and is served by a small, full time, salaried Secretariat and Army Cadet Force (ACF) Permanent Support Staff.
- 02. The RFCAs are represented nationally by the Council of RFCAs (CRFCA). The Chair of each RFCA is a member of the Council, which employs a secretariat, who through the CRFCA Executive Board direct and coordinate the activities of the RFCAs. CRFCA is the single point of contact for all Ministry Of Defence (MOD), Defence Infrastructure Organisation (DIO) and Single Service stakeholders from whom the RFCAs are funded.
- 03. The main roles of RFCAs are:
 - a. Assistance and advice to the Defence Council.
 - b. Representation and advocacy of the Armed Forces (specifically the Reserves and Cadets).
 - c. Welfare and administration of the Reserves and Cadets.
 - d. Hard and soft facilities management for the Volunteer and Cadet Estate.

- e. Personnel and financial management.
- f. Indirect support to recruiting for the Army and the Army Reserves (and other Services as requested).
- g. Marketing and publicity for the Reserves and the Cadets.
- h. Employer Engagement and support.
- i. Community Engagement.

04. The staffs of the RFCAs maintain close liaison with the relevant Royal Naval, Royal Marine, Army and Royal Air Force Headquarters and DIO to ensure effective coordination of supporting activities for the Reserve Forces and MOD sponsored cadet organisations.

Primary duties

Cadets and Youth

- 05. Within the boundaries of the Association's responsibilities as defined in the Service Level Agreement (SLA), to be responsible for the staffing of all matters relating to the Army Cadet Force (ACF), Royal Air Force Air Cadets (RAF AC) and Sea Cadet Corps (SCC), and through line management of the Schools Cadet Expansion Officer (SCEO), support the government's Cadet Expansion Plans.
- 06. Act as secretary to the Association Joint Cadet Committee (JCC) to foster co-operation between the cadet forces, other youth movements, civil authorities, and Reserve Forces. This includes the production of an agenda, minutes and briefing papers. Prepare drafts and reports for the Cadets and Youth aspects of Association meetings.
- 07. Arrange an Annual Assurance visit to each County Army Cadet Force to ensure proper management and administration of those areas for which the RFCA has responsibility under the SLA.
- 08. Deliver first line management for the RFCA employed professional support staff, including recruitment and discipline. Routinely visit staff at county locations and at summer camps.
- 09. Through close liaison with cadet staff at Joint Military Command (JMC) and DCEs East Midlands and West Midlands RFCAs, ensure joined up delivery of Safeguarding and other policy areas.
- 10. Manage the ACF Adult Recruit Marketing and Publicity budget to proactively support and encourage adult recruiting in the county ACFs, liaising as required with Communications and PR Manager and the Army Cadet Force Association (ACFA) to create effective marketing campaigns.
- 11. Support senior ACF officers in running regional pre-commissioning training.

Deputy Chief Executive

12. Represent the Chief Executive when they are not available at regional and national level, including liaison with Regular and Reserve units and senior post holders, both military and civic.
13. Contribute to strategic reviews of reserves and cadets in the region, preparing papers, collating information and liaising with national headquarters, regional brigade and reserve units as required.
14. Control such budgets as are delegated in the Management Plan, and act as second signatory for online banking, BACS and cheques, with the concomitant audit and checking responsibilities.
15. Liaise and advise as required to ensure that RAF Reserve budgets are appropriately used to deliver recruiting and admin support for the RAF Reserve units in East Anglia.
16. Through an understanding of unit priorities and the broader picture, represent the customer interest (both reserves and cadets) with the Estates team to ensure a holistic and best value solution.
17. Work with the Facilities Department to increase Alternative Venues revenue year on year and seek to implement best practice from other RFCAs.

Chief of Staff

18. Work with the other heads of department to ensure the Association is robustly governed and legally compliant across all its outputs.
19. Responsible for reporting on compliance to the Association Board. Work with other Heads of Department to ensure that the Association discharges Health and Safety responsibilities through regular meetings with staff, reserves and cadets and that, as the Association Equality and Diversity Officer, there are good policies and practices in place.
20. As Association Security Officer ensure that arrangements are in place for the physical safety and awareness training of staff.
21. Chair the Association IT committee. Ensure that staff have the appropriate IT tools and training and that the Association correctly follows IT System Security Policies and Security Operational Policies as laid down by CRFCA and current MOD IT Security requirements to maintain robust IT operating procedures.
22. As Data Protection Officer ensure the Association is following the guidance of the [Information Commissioner's Office](#).

Secondary duties

23. Any other duties as directed by Line Manager which they can reasonably be expected to undertake.

Training

24. The post-holder is required to participate in all aspects of training and development, as identified in discussions with the Line Manager, to make use of all relevant opportunities for training that may improve the effectiveness and efficiency of their appointment.

Reporting

25. The Chief Executive has Line Manager responsibilities for the Deputy Chief Executive. The Countersigning Officer is the Chair.

26. The Deputy Chief Executive has Line Manager responsibilities to the following:

- a. School Cadet Expansion Officer – Grade C2
- b. Cadet Executive Officer Bedfordshire and Hertfordshire ACF – Grade C2
- c. Cadet Executive Officer Cambridgeshire ACF – Grade C2
- d. Cadet Executive Officer Essex ACF – Grade C2
- e. Cadet Executive Officer Norfolk ACF – Grade C2
- f. Cadet Executive Officer Suffolk ACF – Grade C2
- g. Office Manager – Grade D

Person Specification

27. [Civil Service Behaviours required \(Success Profile\)](#)

- a. Seeing the Big Picture- HEO/ SEO
- b. Changing and Improving- HEO/ SEO
- c. Making Effective Decisions- HEO/ SEO
- d. Leadership- HEO/ SEO
- e. Communicating and Influencing- HEO/ SEO
- f. Working Together- HEO/ SEO
- g. Developing Self and Others- HEO/ SEO
- h. Managing a Quality Service- HEO/ SEO
- i. Delivering at Pace- HEO/ SEO

28. Required skills/ experience:

- a. Qualification - Preferably educated to degree level or equivalent.
- b. Experience - Should be an experienced senior manager who has attended senior leadership and management training such as the Armed Forces or Police staff colleges. Command experience of a major Reserve Force Unit or similar is desirable. Preferably at least 5 years of experience in a military or uniformed services environment.
- c. Understanding of both military and other organisational cultures.
- d. Computer literate (possessing a good working knowledge of current MS-Office applications) with demonstrable experience using management information systems. Comfortable utilising internet research tools including the retrieval of statistics for further analysis and presentation.
- e. A full driving licence is required.
- f. This post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS) and to be SC Cleared through National Security Vetting.

29. Personal qualities & behaviours:

- a. Confident and astute communication skills, with a high level of emotional intelligence and the ability to engage with individuals at all levels.
- b. Proactive and self-motivated.
- c. Keen to advance individual skills and personnel development.
- d. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
- e. A self-starter with a high degree of flexibility and adaptability.
- f. Excellent team-working ability.
- g. An inquiring mind with an organised approach to engagement and information management and good attention to detail.

Other requirements

- 30. Whilst the role is Chelmsford-based, a high degree of travel across the region (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, and Suffolk), is expected.
- 31. The successful individual will need to comply at all times with RFCA health and safety policies and procedures, and data protection/ freedom of information requirements.

Other Features

32. This job description should be discussed/ read with the Line Manager at the time of receiving the Annual Staff Report.
33. The Job Description may be reviewed in the light of changes during the period of the appointment and on change of incumbent.