

Cadet Activity Administrator

Full-time 1 Year Fixed-Term contract
(40 hours per week)

Department: Cadet Activity

Level: Support-2

Reporting to: Head of Activity & Wellbeing

Location: Homeworking with travel

Job Description

Purpose of the Post

To provide administrative support to the functional delivery areas of the syllabus. This post is primarily to support DofE and First Aid but may, where required, be surged to cover short term administrative responsibilities for other activity areas.

There would be requirement for travel to some team events and on rare occasions to support some of the national activity. This would be discussed and agreed in advance.

Principal Responsibilities

- Routine updating of qualifications into the Cadet Management Information System (MIS) for adults and cadets
- Setup, action and provide administrative support for courses and events on the Cadet MIS
- Assist with the administration of national conferences
- Setup, action and information in the resource booking system (known as BAMS) or via other booking systems for booking activities
- Assist with the with the sorting scanning and storage of certificates and course records.
- Assist with the posting of certificates and badges to ACF Counties and CCF Contingents.
- Any other administrative duties which may be required to support National Training delivery.

Cadet Activity Administrator (Maternity Cover)

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- Supporting with the tracking of medical planning applications and general medical administration
- Any other duties as directed by your Line Manager.

Key Competencies

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	• Good general education • Competent user of MS Office package	• Westminster IT system trained (although training will be given) • Undertaken BAMS training (although training will be given)	Application form, interview, certificates
Experience and knowledge	• Experienced and skilled administrator and planner working in an office environment • Accustomed to working under pressure for a demanding team • Experience of working with partners and stakeholders, internally and externally	• An understanding of the cadet forces • Knowledge of working with regulated awarding bodies and/or the DofE Scheme	Application form, interview, references
Skills and ability	• Demonstrable success in establishing effective working relationship across a range of organisations at all levels • Excellent written and verbal communication skills, including presentation skills and report writing • Enthusiasm, flexibility and innovation • Ability to quickly understand an organisation's Management Information System (MIS) and use it to best effect.	• Information gathering and analysis skills	Application form, interview, references

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