THE RESERVE FORCES' AND CADETS' ASSOCIATION FOR THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN

JOB DESCRIPTION

Job Title: Stores Person – HQ North CTT (North West)

Grade: Skill Zone 2

Department: Cadet Training Team (CTT North West)

Line Manager: Business Manager (Grade C2/HEO)

Counter Signing Officer: Deputy Chief Executive (Grade C1/SEO)

GENERAL INFORMATION

1. A post has been established for a Stores Person, Skill Zone Two (Industrial) working for Cadet Training Team (CTT) North West but managed (as a Crown Servant) by North West of England and the Isle of Man Reserve Forces' and Cadets' Association.

2. As part of the expansion of cadet units in schools under the Cadet Expansion Programme (CEP) there is a requirement to provide an enhanced level of support to participating schools. As a result, there is a need to support the Regimental Quartermasters (RQMS) within the Regional CTT's with this post.

3. The Stores Person position is a full-time appointment working 37 hours per week (Monday to Friday). The working hours are:

Monday - Thursday: 08.30 hrs - 16.30 hrs
Friday: 08.30 hrs - 1600 hrs

4. Overtime is not payable but time off in lieu will be permitted where appropriate however, attendance on detached duty will come under separate arrangements.

a. **Detachment Duties** As part of the role there is a requirement to attend CTT annual camps at a different location from the contracted work location. This will be for a maximum of 3 weeks normally in June/July each year. Staff are required to attend but will be further remunerated with a daily hard living and additional hours' allowance.

5. The stores person will be based in Headquarters North, Fulwood Barracks, Preston, PR2 8AB. Although the Stores Person is employed by NW RFCA as a crown servant they will work with and be directed on a day-to-day basis by the Regimental Quarter Master of the CTT (NW)

PRINCIPAL TASKS & RESPONSIBILITIES & AREAS OF ACCOUNTABILITY

6. The following are the post-holder's main responsibilities and associated tasks.

a. Assist the G4 Sergeant CTT with the management of the CTT G4 stores holdings.

b. Driving duties in support of the administration of Combined Cadet Force (CCF) Units within the CTT Area of Responsibility.

c. Support to CTT managed CCF Central Camp annually

TASKS AND DUTIES

7. The Store Person will

a. Undertake routine driving duties as directed by CTT staff including collection and delivery of stores.

b. Take charge of the delivery of stores from external distributors, ensuring the correct items are then placed in the CCF Schools holding boxes for onward distribution.

c. 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.

d. Assisting with the Handover, Takeover and running of summer camp locations as directed by CTT staff for which a hard-living fund is payable.

TRAINING

8. The Store person will undertake and complete compulsory training courses that NW RFCA will fund. All training that forms part of the PDR process is to be undertaken and completed, where possible (unless the course is over a number of years) within that reporting period.

9. The Stores Person is required to be competent/qualified in the following mandatory areas/skills within 12 months of employment. If necessary, training will be provided:

a. IT: PH2, Cascade, and Symphony training (in house training) where required.

HEALTH & SAFETY

10. The stores person must develop and maintain a working knowledge of the relevant areas of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant Regulations and Codes of Practice.

SECURITY

11. The stores person must comply with the Security Operating Procedures (SyOps) for the use of the (NW RFCA) Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.
12. The stores person will be required to undergo Security Clearance (SC), and undertake an Enhanced Disclosure and Barring Service (DBS) check.

DATA PROTECTION

13. The stores person will comply with all current GDPR legislation with guidance from the NW RFCA.

PERFORMANCE AND DEVELOPMENT REPORTS (PDR)

14. Following the initial probation review process during the first 6 months of employment, the stores person will undertake performance reviews each year with their line manager who will be the 1ST Reporting Officer for their PDRs.

ADDITIONAL REQUIREMENT

15. The job holder is required to comply with the RFCA's Code of Conduct and is to avoid any behavior which discriminates against colleagues, potential employees or contractors on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion or disability.

16. The Job holder will undertake any additional tasks commensurate with the Crown Servant Skill Zone 2 as directed by the QM CTT or DCE.

17. The post holder must have a valid driving licence and be able to self–drive. A minimum Class B licence is required.

18. This job description should be discussed/read with the line manager at each annual PDR review and updated as necessary.

19. The job description may be reviewed in light of changes during the period of appointment.

PERSON SPECIFICATION

Serial	Competency	Essential	Desirable
1.	Ability to communicate both orally and in writing	Y	
2.	Ability to undertake manual handling tasks.	Y	
3.	Experience of working within, or with, departments of the MOD.		Y
4.	IT literate using MS Word, Excel and PowerPoint, and able to use remote conferencing facilities such as MS Teams and Skype. Ability to learn and use bespoke Management Information Systems (MIS).		Y
5.	A flexible attitude to output driven work requirements.	Y	
6.	Category B driving licence	Y	

Name of Line Manager:

Signature of Line Manager:

Date signed:

Name of Employee:

Signature of Employee:

Date signed:

As at October 2026