



Combined Cadet Force Association Job Description

Job Title:	CCF Cadet Expansion Programme Mentoring Officer	Position Type:	Full Time. 2 year Fixed Term Contract
Department:	London District Cadet Training Team	Level/Salary Range:	BAND I £26,000 to £31,310
Responsible for:	Establishment of new CCF Contingents	Travel Required:	Occasional
Reporting to:	OC LONDIST CTT	Closing Date:	Thursday 5th April 2018
Location:	2 x post Kingston 1 x post Woolwich		

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). London District Cadet Training Team (LONDIST CTT) require motivated individuals to act as CEP school mentors. The CEP mentors will focus on the development of administration and training capability in the CEP schools, focusing on bringing the new Contingent Commanders and School Staff Instructors (SSIs) up to the required standard.

Principal Responsibilities

Support LONDIST with the delivery of new CCF Contingents within its area of responsibility

- Establish and manage working relationships with newly established CEP Contingents. Answer queries from Contingent Commanders and SSIs on all CCF matters.
- Ensure both Contingent Commanders and SSIs are aware of their responsibilities, in order to establish a functioning CCF Contingent within 12 months of the established start date.
- Liaise with key personalities within HQ LONDIST, including OC CTT, SO3 CEP and QM CTT to ensure a smooth transition of a contingent from date of approval to first day of parading.
- Be the expert support on the use of the Cadet Management Information System (Westminster):
 - Train and assist SSIs and Contingent Commanders on all aspects of Westminster.
 - Ensure that the Contingents you support record cadet and Cadet Force Adult Volunteer (CFAV) attendance
 - Ensure events are correctly recorded
 - Audit CEP CCF Westminster records to ensure they are accurate and extant. Where they are not, deliver training.



- Assist with or develop a plan to deliver training to newly appointed CFAVs in order to bring Contingents from “approved” to “parading”.
- Assist with planning and conducting contingent training (including the production of appropriate written work) as directed by OC CTT.
- Assist and advise contingents on the process of commissioning or new CFAVs in a timely manner.
- Assist with the delivery of contingent financial accounts for the first audit
- Provide subject matter expertise, advice and guidance to CFAVs on all training and support matters.
- Be prepared to attend school CCF activities away from school grounds as directed by OC CTT

General duties in support of LONDIST CTT

- Attending all District level events including Central Camp and courses.
- Liaise with the CTT QM & RQMS to ensure a 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
- Advise CCF contingents on transport matters
- Support CCF contingents on completion of Annual Assurance Report
- Attend and carry out support of CCF Central camp as directed by OC CTT
- Any other task as deemed reasonable and necessary is support of CCFs in LONDIST.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Good general education ▪ Evidence of continuing personal and professional development ▪ Qualified CFAV in ACF / CCF ▪ Cat B Driving Licence 	<ul style="list-style-type: none"> ▪ WESTMINSTER Trainer ▪ Skill at Arms Instructor ▪ Unit Security Officer / equivalent 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Good understanding of military ethos and personal bearing. ▪ Current experience of working within ACF/CCF. ▪ Strong communication skills ▪ Proven working Knowledge of Cadet MIS System (WESTMINSTER) ▪ Good understanding of 	<ul style="list-style-type: none"> ▪ Working with young people ▪ Understanding of the Armed Forces ▪ Previous Military Experience 	Application form, interview, references



Criteria	Essential	Desirable	Methods of assessment
	Administration in the field. <ul style="list-style-type: none"> Proven working knowledge of all Cadet Force inspection regime, including Equipment Care (EC), AAR and Security 		
Skills and ability	<ul style="list-style-type: none"> Ability to quickly understand an organisation's Management Information System (MIS) and use it to best effect. Excellent written and verbal communication skills Understanding of accounts and basic book keeping Effective interpersonal skills, in particular influencing skills Ability to work on own initiative within an agreed framework of objectives Enthusiasm, flexibility and innovation Personal credibility and confidence 	<ul style="list-style-type: none"> Information gathering and analysis skills 	Application form, interview, references

Additional Requirements

- Will be required to undergo both Security Clearance and a Disclosure and Barring Service check.
- Will be required to comply with and sign annually, the Security Operating Procedure (SyOps) for the use of the MOD Wide Area Network (WAN) relating to both voice and data on IT System.
- Will be required to attend the LONDIST Cadet Security Officers course within 2 months of taking up post.

