



## Combined Cadet Force Association Job Description

<b>Job Title:</b>	CCF Cadet Expansion Programme - CTT Instructor	<b>Position Type:</b>	Full Time. 18 months Fixed Term Contract (provisionally to Apr 2020)
<b>Department:</b>	London District Cadet Training Team	<b>Level/Salary Range:</b>	BAND I £29,000
<b>Responsible for:</b>	Training of CCF Contingents & ACF Units	<b>Travel Required:</b>	Frequent
<b>Reporting to:</b>	OC LONDIST CTT	<b>Closing Date:</b>	Friday 18 <sup>th</sup> January 2019
<b>Location:</b>	Woolwich (Royal Artillery Barracks)		

### 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 a motivated individual to act as a CTT Instructor who will provide training support to Cadet units and assurance to the chain of command.

### Details of the Post:

The worn rank for this role will be Sergeant Instructor (SI) regardless of the currently held rank within the Cadet Forces.

### Principal Responsibilities

- To provide training and support to allocated CCF contingents and ACF as directed by OC CTT.
- Embed with allocated CCF Contingents and ACF units. Visit routinely, as a minimum weekly 1/2 day within education curriculum of CCF Contingents, and develop close working relationships with all Contingent staff.
- Ensure the Safe System of Training principles are adopted for all CCF activities. Provide the first level Safety Assurance on all CCF routine and out-of-school activities.
- Assist/encourage the Contingent Commander to produce an inspiring yet efficient and structured Contingent Training Programme which is safe. Assist Contingent staff with reconnaissance of unfamiliar training areas.



- During regular weekly visits to Contingents, act on behalf of the CQMS in delivering G4 resources and collecting items for disposal or back loading, provide equipment care advice, conduct management checks on stores and accounts as directed by CQMS.
- Conduct initial training for CCF (Army) Officers and assist in the conducting of Initial Training Courses for ACF Adult volunteers as directed.
- Be prepared to act in any role commensurate with skills and qualifications to assist the Contingent in the execution of its training programme within limitations. Deliver training to allocated CCF contingents and ACF as directed.
- Conduct Methods of Instruction Courses and Leadership Cadres for potential Cadet NCOs as part of their APC CCF (Advanced) training and assist in the conduct of SCIC cadres for ACF and CCF cadets as directed.
- Conduct Regular Weapon Safety Training and Tests for CCF (Army) Adults. Conduct Pre-Firing Weapon Safety Tests for CCF (Army) Cadets. Monitor standards of instruction and mentor CCF Offrs and NCOs.
- Support annual CCF Summer Camp and support to ACF Company and County Training and Annual Camps as directed.
- Assist as appropriate with WESTMINSTER problem-solving and data entry.

### General duties in support of LONDIST CTT

- Attending all District level events including Central Camp and courses.
- Identify, share and promote best practice within the CTT.
- Assist with security of stores, weapons, ammunition
- Supervision of Installation and movement of MOD equipment
- Support CCF contingents on completion of Annual Assurance Report
- Any other task as deemed reasonable and necessary in support of CCFs in LONDIST.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ Good standard of general education</li> <li>▪ Skill at Arms Instructor</li> <li>▪ Exercise Qualification: SA(M)07 or KGVI</li> <li>▪ Qualified CFAV in ACF / CCF</li> <li>▪ Cat B Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>▪ WESTMINSTER Trainer</li> <li>▪ Unit Security Officer</li> </ul>	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> <li>▪ Good understanding of the military, Cadet ethos and personal standards and bearing.</li> <li>▪ Current experience of working within ACF/CCF.</li> <li>▪ Strong communication skills</li> <li>▪ Proven working Knowledge of WESTMINSTER Cadet MIS</li> <li>▪ Good understanding of administration in the field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working with young people</li> <li>▪ Understanding of the Armed Forces</li> <li>▪ Previous Military Experience</li> </ul>	Application form, interview, references



Criteria	Essential	Desirable	Methods of assessment
	<ul style="list-style-type: none"> <li>Proven working knowledge of all Cadet Force inspection regime, including Equipment Care (EC) and Security</li> </ul>		
Skills and ability	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Effective interpersonal skills and particularly influencing skills</li> <li>Ability to work on own initiative within an agreed framework of objectives</li> <li>Enthusiasm, flexibility and innovation</li> <li>Personal credibility and confidence</li> </ul>	<ul style="list-style-type: none"> <li>Information gathering and analysis skills</li> </ul>	<ul style="list-style-type: none"> <li>Application form, interview, references</li> </ul>

### Additional Requirements

- a. Will be required to undergo both Security Clearance and a Disclosure and Barring Service check.
- b. 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.

