

**Escort Officer
Army Cadet Force Association
Job Description**

Job Title:	Escort Officer	Position Type:	Fixed Term
Department:	Operations	Level/Salary Range:	£72.00 per day
Responsible for:	Escorting Army Cadet Force cadets during Exercise Oak Leaf 20	Travel Required:	Yes
Reporting to:	SO2 Training Operations HQ RC	Closing Date:	12 th January 2020
Location:	Canada		

Job Description

Purpose of the Post:

- Escorting and supporting the Army Cadets during Exercise Oak Leaf 2020. This post requires a well organised leader with knowledge of UK Army Cadets (ACF and CCF), strong communication skills and an ability to work on their own initiative.

Principal Responsibilities:

- Ensuring the Duty of Care and Safeguarding responsibilities are carried out to Royal Canadian Army Cadets (RCAC) and MOD standards.
- Accompany cadets on expeditions and activities giving instructional support where qualified and as requested by the RCAC. The Escort Officer must be able and willing to accompany cadets on and take part in all activities, which may include: canoeing, kayaking, climbing, mountain biking, horse riding, glacier climbing, shooting, wild camping and trekking.
- Be prepared to further support the activities of each phase of the exercise as required.
- Act as the focal point for the administration, preparation and deployment of their course cadets.
- Act as the point of contact between RCAC party, the Officer in Command of each phase and Headquarters Regional Command (HQ RC) Cadets Branch. This will include sending a weekly report summarising the progress of the exchange.
- Hold the ACFA emergency fund to be used in the case of medical/dental treatment requiring up front payment whilst in Canada.
- Be familiar and able to use social media before and during the deployment to enhance the cadet experience and facilitate communications with the cadet's family and the wider ACF/CCF community.



ACFA is a charity registered in England and Wales (No. 305962) and Scotland (SC039057)

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51-61 Clifton Street
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You will be “called out for training” by the parent unit on unpaid training in order to be on Duty as a Cadet Force Adult Volunteer (CFAV) in your existing rank.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ First Aid Certificate ▪ An ACF or CCF CFAV ▪ A UK passport that expires no earlier than February 2021 		Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Experience of leading cadet activities ▪ Experience of dealing with cadet or instructor discipline issues 		Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> ▪ A level of fitness equal to the Canadian Fitness Test ▪ Able to take part in physical activities that may include canoeing, kayaking, climbing, mountain biking, horse riding, glacier climbing, shooting, wild camping and trekking ▪ A calm and professional manner ▪ Able to quickly establish a rapport with RCAC officers ▪ Excellent written and verbal communication skills ▪ Ability to keep both formal and informal written records ▪ Adaptable to changing circumstances ▪ Able to effectively relay relevant information in a concise and interesting manner ▪ Enthusiasm, flexibility and innovation ▪ Personal credibility and confidence 	<ul style="list-style-type: none"> ▪ Qualified minibus driver with a current FMT 600 	Application form, interview, references

