

Stationers' Crown Woods Academy CCF - Person Specification

**Salary: £30,000 pro rata, in addition to the opportunity to claim up to 51 days of Volunteer Allowance (VA)
1 Day per week initially (Thursday)**

Reporting to: Contingent Commander SCWA CCF

The SSI is the cornerstone on which a successful CCF Contingent is built and the successful candidate should be an inspirational figure not only to the cadets but also to the CFAVs. The role requires a person with the following attributes and experience:

CRITERIA	ESSENTIAL – The applicant must hold or have the ability and willingness to obtain these qualifications quickly	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Skill At Arms Instructor • Exercise Conducting Officer / M Qual • Range Conducting Officer – Short and/or Long Range • Unit Security Officer • UK Driving Licence • Mini-bus category driving licence (D1) 	<ul style="list-style-type: none"> • Current military qualifications in First Aid/Mountain First Aid. • Current adventurous training qualifications such as JSML, Hill and Moorland Leader, sailing, canoeing/kayaking and climbing.
EXPERIENCE	<ul style="list-style-type: none"> • Military experience as an Officer, Warrant Officer, SNCO or senior rate, either Regular/Reserve, or as a CFAV 	<ul style="list-style-type: none"> • Understanding and/or experience of the particular ethos and demands of a diverse and vibrant community school. • Previous experience with cadets or young people • A proven record of administration, preferably in a training environment.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Sufficient IT literacy and communication skills to administer the CCF and maintain IT systems. • Have good administrative skills – ability to control accounts, book transport, and courses. • Have an awareness of Health and Safety in a CCF environment. • Commitment to the promotion of equal opportunities. • Awareness of responsibility towards the safeguarding of pupils. • Knowledge of the cadet forces ethos and a desire to support, encourage and develop cadets. • Ability to prioritise work load. • Ability to work on own initiative or under pressure. • Good communication skills both written and oral. 	<ul style="list-style-type: none"> • Be familiar with and ability to use the Westminster MOD management information system. • Have a good network of contacts within the services.
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Exemplary military bearing and leadership to inspire cadets and provide a military role model. • Loyalty, integrity, diplomacy and understanding of the academy culture and ethos. • Enthusiastic, self-motivated, well-organised and interested in both developing young people and teaching staff. • Highly-developed interpersonal skills. • Good organisational and time management skills. • Initiative and resilience; a 'can-do' attitude. • Be prepared to work long hours, sometimes at weekends and week-long camps away from home. 	<ul style="list-style-type: none"> • An understanding of the ethos and values of the Royal Marines and Royal Navy.