|  |  |  |
| --- | --- | --- |
|  | | **School Staff Instructor**  **Job Description** |
| **Core Purpose** | | |
| The SSI will be responsible for the management and co-ordination of the CCF and will support outdoor adventurous activities such as the Duke of Edinburgh’s Award Scheme (DoE). His/her functional manager will be the Contingent Commander. The diversity of the role will require the incumbent to work closely with the staff responsible for a wide variety of activities including the following activities:  1. CCF- Stores, weapons, Westminster, paperwork, ordering uniform/stores/ammo/ transport  2. DofE- assist with stores, transport, expedition and training  The post holder will be responsible for the organisation of their time and will ensure that all of the responsibilities of the appointment are fulfilled to the expected standards within the suggested schedule for CCF drawn up by the CC. None of the areas listed above should take precedence to the point where they detract from work in another aspect of the role. The nature of this role is such that the incumbent will be required to work at times outside the normal school hours therefore the 52 week, full time contract. | | |
| **Specific tasks** | | |
| **SSI Duties and Responsibilities:**  The SSI has a vital role to play in the smooth and efficient running of the CCF and in developing the leadership potential of its cadets. The SSI will be directly responsible to the Contingent Commander (CC). The successful applicant will be expected to contribute to the wider life of the School.  The post holder should have experience of dealing with young people, through a cadet team, a military outreach or a cadet unit; the person appointed will appreciate the differences between training CCF cadets compared to other military personnel and understand the particular challenges facing CCF cadets.  The SSI will play a key role in maintaining the high standards of the CCF by:   * Motivating staff and cadets to develop their own military and adventurous training skills to the highest possible standards though internal training; attending courses provided by the various services and keeping training records on individuals and using the national cadet database Westminster, to coordinate and plan consistent progress across all aspects of the training process. * Maintaining environments and equipment to a standard that facilitates the efficient training of individuals in the CCF. * Carrying out general administration and maintenance duties, ensuring the efficient day-to-day running of the CCF.   The SSI will have the following areas of responsibility:  **Administration:**  a. Action all correspondence, emails and telephone calls and act as the main point of contact (POC) in the absence of the CC.  b. Maintain records of the following:  **Security:**   * Training courses * Officer & Cadet records on Westminster * Transport, ration, ammunition, weapon, clothing and equipment requests v.Training programmes * Offsite CCF training activities including camps, courses, exercises and adventurous training * Weapon register and repair logs * In liaison with the CC, process claims for pay for CFAV’s * Maintain the clothing stores of Army Section by processing * Issue and exchange of cadet uniform during school hours orders for new clothing * Maintenance of clothing store rooms * Keep store items to a minimum * Process applications for CFAVs and Cadets to attend military and Adventurous Training Courses * Maintain all publications, pamphlets and regulatory manuals and inform staff of changes as appropriate * Maintain a high standard of Health and Safety stemming from both the MoD and the school. * Act as liaison with sponsor unit and the local Cadet Training Team.   **Training:**   * Prepare CFAVs for Officer’s Initial courses at Service HQs * Prepare CFAVs for Skill at Arms and Range Management Courses * Prepare cadets for training courses * Assist in the delivery of the NCO Cadre * Liaise with NCOs on matters of instruction, discipline and training * Assist with the production and implementation of training programmes * Assist in the delivery of shooting at all levels including staffing of the Shooting activity * Assist in the preparation of cadets to attend events and attend the event as part of the staff team. * Attend and take a leading role in Army, Adventurous Training Camps. In cases of co-incident events, Army Camp is to be given priority. * Provide planning assistance to CFAVs, by the processing of all required military paperwork and liaising with service HQs in support of field days, annual camps and other camp for the whole Contingent. * Provide instructional support to all three Schools as part of standard evening CCF Sessions. * Attend and provide planning assistance to CFAVs, by the processing of military paperwork and liaison with service HQs, miscellaneous CCF training events as required. * With the CC, prepare the Contingent for its Annual Review and Biennial Inspection events and other public parades such as Remembrance Day and Armed Forces Day.   **Range Management:**   * Act as range warden ensuring cleanliness, serviceability and maintenance of the outdoor pellet catcher rifle range. * Ensure compliance with HQ Land regulations regarding the use of ranges by cadets and qualified staff.   **Biennial/Annual/Administrative Inspections:**   * Conduct a check of CFAV qualifications prior to inspection by Service HQs. * Assist the CC in development and delivery of Annual Review and Biennial Inspection Parades * Assist CFAVs in preparing for annual administrative inspections by Service HQs. * Maintain records and logs as appropriate for all types of inspections (MEI/ECI/ECM) and liaise with armourers when required.   **Cleaning & Maintenance:**   * Be responsible for ensuring cleanliness and serviceability of CCF building, offices, store rooms and training rooms. * Be responsible for serviceability of weapons and ancillaries * Ensure serviceability of Contingent assets, uniform, equipment, appliances and alarms   **Adventurous Training**:   * Assist with safety on expeditions * Assist in the planning and conduct of Adventurous Training activities within the Contingent. Instruction and Training * Plan and deliver military and adventurous instruction and training to CCF Staff and Cadets including mandatory safety tests. * Assist with both military and adventurous training camps, shooting and Cadet Competitions. * To assist the Head of D of E. * To assist with the organisation of the DoE events including planning expeditions. * To assist with the on-site training & teaching of the D of E, including the preparation of materials, tent building and camp craft. * To carry out the purchasing, recording, issue and collection, repair and drying D of E equipment.   **Equipment and Administration:**   * Responsibility for the issue, care, maintenance and accountability of all MoD and CCF equipment and run the School adventurous training stores. * Responsible for liaison with Brigade for all mandatory inspections and visits. * Deal with all mail and maintain an up to date filing system. * Maintain the Westminster Database * Function as the principal key controller to the Armoury.   **Other duties:**   * Attend, organise and assist with dinners and parades. * Attend all meetings and conferences as required. * Oversee repairs to CCF stores and equipment * Drive school, hire or service vehicles and hold a full and clean driving licence with Category D1 in order to do so. * Adhere to and implement, as appropriate, policies and procedures of the school. | | |
| **Qualification, knowledge and skills** | | |
| **Qualifications and experience**   * Be an active member of a CCF or ACF (or tri-Service equivalent), or have served recently as a SNCO in the Armed Forces. * Have at least one outdoor educational training qualification (preferably mountain leader) suitable for teaching children across all age-ranges * Appropriate rifle range qualification and to be current and competent in the cadet weapons or to be willing to attend courses, as necessary to become and maintain competence. * Must hold a driving licence with a Dl classification or be prepared to train to and drive school/Army minibuses. * Be willing to undergo further military / civilian qualification training as required. * First Aid trained to full FAAW or willing to undertake training   **Knowledge**   * Be computer literate – word, email, Excel. * Have good administration skills – ability to control accounts, book transport and courses. * Previous experience of working with and influencing at SNCO level or equivalent in the Regular or Reserve Forces or other similar body. * Ability to teach children across all age ranges. * Proven track record in leadership and management, or be able to demonstrate that you have this competence. * Be an excellent communicator and team player, able to use initiative as well as take direction.   **Personal Qualities**   * Willingness to take on further responsibilities in the overall management of the CC * Calmness under pressure * Wiliness to be flexible * Smart, presentable and a mature, responsible approach * Confident and friendly manner * Discreet and confidential * Self-motivating * Mentally and physically fit * Be prepared to work long, sometimes odd flexible hours including weekends and camps away from home. | | |
| **Line Manager:** | Senior Trust member of staff | |
|  |  | |