

TERMS OF REFERENCE FOR NAVY STRATPOL-RNYT CCF SE2

PURPOSE

1. Under the Terms and Conditions set by the Royal Navy for this Full-Time reserves Service (FTRS) Full Commitment (FC) post, the OR7 (CPO) post holder is responsible for providing effective assistance, advice, guidance and training within their designated area in support of the CCF (RN) Cadet Syllabus, CCF activities, camps and courses.

SUPERIORS

2. The post holder will report to Regional Co-ord (RN/RM), CCF EWO (RN/RM), CCF SO2 (RN/RM) XO and/or CCF (RN/RM) CMD.

ORGANISATION

3. The principal organisation / reporting chain is annotated below:



AUTHORITY

4. The post holder is authorised to:

- a. Liaise directly with internal and external authorities, Service and civilian agencies and individuals to enable the principal tasks to be achieved.
- b. Travel as required to meet and achieve objectives.

Principal Tasks

5. Work within their designated region IAW relevant JSPs and National Regulations in order to support CCF RN Sections in developing a cadet's leadership and for him or her to gain a wider understanding of the Royal Navy. Principal tasks are as follows:

- Assist and update the EWO on all sections they are responsible for
- Complete Monthly returns on sections and return to EWO as set by HQ policy
- Assist and advise CCF (RN) officers on the content, planning and execution of CCF (RN) cadet training including providing assistance to book courses, Field days, arrange cadet travel and assist with applications for pay and allowances.
- Attend training days, training evenings and field days for CCF (RN) sections within their allocated area as regularly as possible and / or as designated by Regional Co-ord or CCF (RN) HQ and / or as required where specific skills and qualifications are required ensure a comprehensive and safe training system is in place.

- Actively promote CCF (RN) activities, camps, courses and ashore and afloat Service activities.
- Provide input to the compilation of the Westminster Annual Assurance reporting system on CCF (RN) Sections and submit timely reports to CCF (RN) HQ as required.
- Assist in the planning and execution of CCF (RN) HQ administered activities, camps and courses.
- Support the RN Section in preparation for, and attendance at, CCF Biennial Inspections and other functions as directed by CCF (RN) HQ.
- Liaise directly with the RN YT HQ2 CPO and NRC HQ to identify opportunities for cadet involvement in their area.
- Checking the correct accountability, effectiveness and safety of stores, equipment (including boats), uniforms and publications.
- Actively promote an understanding of RN / RM Core Values and Ethos within the CCF (RN/RM) Sections.

Secondary Tasks

6. The list of secondary tasks below is not exhaustive and is open to amendment as the role develops.

- Develop and upgrade personal qualifications in CCF RN/RM activities (such as High/Low Ropes, RYA, BCU, BSAC, MLUK, and NPLQ).
- Attend relevant area conferences and meetings as required.
- Support cadet expansion (RN / RM) in schools as authorised by RN YT HQ2 CPO.
- Assist with CCF (RN) training in order that the functions of Service training for the CCF as laid down in JSP 313/CCF Regulations are achieved.
- Maintain files on CCF (RN) sections within their area including data on Officers and Cadet Strengths, Boats, Stores, Equipment, Section Training Plans and keep a record of visits.
- Maintain and keep safe custody of all personal equipment issued including vehicles, laptops, mobile phones and CCF (RN) training aids and equipment.

General

7. The post holder may be / is required to:

- a. Carry out additional tasks and duties appropriate to Rank / Grade / Experience as directed by CMD (RN/RM) / SO2 XO (RN/RM) and EWO (RN/RM).
- b. Attend RN YT Continuation Training / Personal Development Training as required
- c. Maintain & re-validate all ADQUALS obtained in relation to their position.
- d. The post holder may be / is required to
- e. Hold a full UK Driving Licence to include categories B, B1, B+E, C1, C1+E, D1, in order to conduct their full range of duties
- f. Review these TORs as directed by CMD (RN/RM) / SO2 XO (RN/RM) and EWO (RN/RM).

HEALTH AND SAFETY

8. All CCF (RN) staff are responsible for taking reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions in the workplace as specified by the Health and Safety at Work Act 1974, and to observe best practice and compliance with legislation in the protection of the environment and the conservation of energy.

POST HOLDERS STATEMENT

I have read and fully understand my Terms of Reference

Name:

Signature:

Date:

LINE MANAGER'S SIGNATURE

Name:

Signature:

Date: