

## **STRATEGY & POLICY DIRECTORATE TERMS OF REFERENCE**

### **- WO TRAINING**

#### **1. POST DETAILS**

<b>Post Title</b>	<b>CCF RN WO TRAINING</b>
<b>JPA Number</b>	2157045
<b>Role Title</b>	WARRANT OFFICER TRAINING
<b>Rank/Grade</b>	FTRS OR8-9 (LC)(RN)
<b>Branch</b>	ANY
<b>Location</b>	HMNB Portsmouth
<b>Reporting Chain</b>	1RO: CCF RN-RM HQ SO2(XO/TRAINING) 2RO: CCF RN-RM HQ CDR
<b>Line Manager Responsibilities</b>	8 x RN AI/RM YT; 1 x CPO TD and 1 X CPO Camps and Courses
<b>Level of Security Clearance Required</b>	SC
<b>Primary/Secondary Career Fields</b>	Dir Strat Pol, DD RN Cadet Forces/STEM & UTC, Head Cadets & Youth / Head STEM & UTC, Cdr CCF RN
<b>FKSE Awarded</b>	

#### **2. BACKGROUND**

The Strategy & Policy directorate leads the development of RN strategy, through a strategic balance of investment process, manages RN engagement with Ministers, the Ministry of Defence, Parliament, the other Front-Line Commands, allied Navies, other Government Departments, the Maritime Enterprise, academia and think tanks, and the general public, developing and coordinating corresponding Navy policy.

The Combined Cadet Force RN/RM HQ, under Cadets, Youth & STEM, are responsible for providing a challenging and stimulating 'cadet experience' within schools that develops and inspires young people through the ethos and standards of the Royal Navy and Royal Marines.

#### **3. ROLE DESCRIPTION & SPECIFIC RESPONSIBILITIES**

As WO TRAINING, you are responsible for supporting CCF RN/RM SO2 (Executive Officer/Training) and the Senior Management Team, principally with developing further the Combined Cadet Force (CCF) RN/RM Training Programme, but also supporting wider Cadet initiatives, such as Programme POWERFUL. This is a unique role that would best suit a dynamic individual who enjoys independent working and relishes the ability to think creatively and to roll-out an exciting Training Programme for young people, using the cadet management information data to shape and critique what the CCF RN/RM HQ seeks to deliver whilst emphasising the ethos and values of the Royal Navy.

Primary tasks include:

- Supporting CCF HQ Command to develop further a Combined Cadet Force RN/RM Training Programme, working with SO2 Training.
- On behalf of the XO/SO2 Training, produce and manage the CCF RN/RM Camps and Courses Training Programme, allocation of personnel, Course timings/information, Joining Instructions (in conjunction with any SMEs), safety management system and all other information required by personnel in the support of CCF RN/RM Camps and Courses.
- On behalf of the XO/SO2 Training, liaise with the HQ leads of Boating, Adventure Training and Training Safety to assure the safe conduct of training, which includes the selection of suitable candidates to aid the delivery of CCF RN/RM.
- Conduct First Party Assurance through visits to training activities and locations on a rolling basis, a role shared with WO Support.
- Conduct Assurance on RN Area Instructors/ RM Youth Team, a role shared with WO Support.
- Monitor the performance and evaluate the effectiveness of the CCF RN/RM Camp and Courses Training Programme and its delivery,
- Conduct an Annual Review, analyse Course Feedback Data and produce an Annual Report on Training Planning and Training Delivery to identify changes and improvements.
- Functionally support the delivery of RM YT Training.
- Work with the RN Area Instructors / RM Youth Team (RM YT) to identify any Sections at risk and develop any associated Recovery Plan in association with WO Support's CCF RN/RM Risk Management process.
- Develop and continually review RN AI/RM YT Training Package and Handbook supported by CPO Training Design.

Supporting tasks include:

- With WO Support, analyse the CCF Cadet Experience Report (a routine digital document generated by Regional Command) and identify areas for training improvements within sections/regions or nationally if relevant.
- Support the delivery of visits, activities and training at RN and RM Training locations.
- To be the Divisional Officer for nominated staff.
- Visit CCF RN/RM Sections if required.
- Promote and attend nominated HQ organised CCF (RN/RM) Camps, Courses and activity afloat/ashore.

#### 4. PERFORMANCE ATTRIBUTES

Success Profiles Framework	Priority Component Features
Professional Effectiveness	Must be able to deal with and prioritise workload and deadlines from a number of work strands at pace.
Problem Solving & Decision Making	To consult and propose solutions in conjunction with the lead SO2/Cdr CCF.
Communication & Influence	Must display good communication with an ability to inform and persuade in a logical, fluent, convincing manner. Staff work must be accurate with good attention to detail.

## 5. QUALIFICATIONS & EXPERIENCE

Education/Training	Type	Priority	Comments
Military Quals		Essential  Essential	Broad understanding of all branches in the RN Experience of training in RN training establishments
Other Quals/Competencies	SC DBS Driving Licence	Essential Essential Essential	Acquired via MoD in role Full UK Driving Licence (B, B1, B+E, C1, C1+E, D1) and an ability and willingness to self-drive a Service vehicle in support of CCF activities.

## 6. PRE-APPOINTMENT TRAINING/BRIEFINGS/VISITS REQUIRED

As directed by CCF (RN/RM) HQ.

## 7. AUTHORITY AND COMMITTEES

The post holder is authorised to liaise directly with internal and external stakeholders as necessary on behalf of the CCF RN-RM HQ for the delivery of these responsibilities.

## 8. APPROVAL & REVIEW

SIGNATURES	
<b>Post holder:</b>	
Name	
Signature	
<b>Line Manager:</b>	
Name	
Signature	
<b>Date:</b>	