

## **STRATEGY & POLICY DIRECTORATE TERMS OF REFERENCE – WO (SUPPORT)**

### **1. POST DETAILS**

<b>Post Title</b>	<b>CCF RN WO SUPPORT</b>
<b>JPA Number</b>	2157043
<b>Role Title</b>	WARRANT OFFICER (SUPPORT)
<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(OPERATIONS) 2RO: CCF RN-RM HQ CDR
<b>Line Manager Responsibilities</b>	None
<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, is responsible for delivering 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 and raising awareness of the role of the Royal Navy.

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

As the WO (Support) the postholder is responsible for supporting administrative and logistical support to CCF Sections and HQ to deliver cadet activities. WO (Support) reports to the CCF RN/RM SO2 (Operations) and the Senior Management Team. WO (Support) manages the Risk (e.g, monitor numbers of cadets, adult volunteers) within CCF RN/RM Sections through the Risk Management process, assisting in the delivery of the Cadet Expansion Programme Phase 3. WO (Support) will also assist in the roll-out of the Cadet Experience Report. WO (Support) will also co-ordinate and deliver the 1SL Cadet programme annually. WO (Support)

will also identify, plan and deliver visits and other opportunities for wider cadet engagement with the RN and RM.

Primary tasks include:

- To support the Commander CCF RN/RM to monitor and maintain the Risk Register for designated CCF RN/RM Sections.
- To identify new Sections where necessary through the advice and guidance of the Department for Education SCEO organisation in order to deliver the Cadet Expansion Programme Phase 3, which seeks to deliver a growth in RN cadet numbers by 1 April 2024.
- Through WO (Training), to engage with Area Instructors to gather subjective Risk Assessments of RN/RM Sections in support of the CCF Risk Management Process.
- To monitor, co-ordinate, track and arrange RN Inspecting Officers and HQ representation at School Contingent Annual/Biennial Review/Inspections.
- To support in the delivery of the new Cadet Experience Report.
- To co-ordinate, plan and deliver the CCF RN/RM First Sea Lord Cadets' programme, including the nomination process.
- To develop key links into areas and generate a network of key enablers within the RN and RM in order to take advantage of any opportunities on a rolling basis which will allow CCF cadets to better understand the RN e.g. ships visits, DRIU, Fire Fighting School.
- To support any project work convened in order to deliver a future solution for RN/RM cadets.

Supporting tasks include:

- To support SO2 (Operations) in ensuring the CCF RN/RM Sections are correctly staffed and cadet numbers are in line with establishment expectation.
- To support the Administration Team in the delivery of their duties.
- To support the Logistic team in the delivery of their duties.
- To support SO2 (Operations) on all Military FTRS and Civil Service interviews/employment and commitment renewal process.
- To monitor CCF Cadet Regulations and provide updates into Regional Command as required.
- To monitor and make changes to RN publications and Joint Service Instructions as required.
- To be the Divisional Officer for, and to manage the day-to-day matters arising from, nominated staff.
- To visit CCF RN/RM Sections / Schools as required - in conjunction with RN YT and RN AI Instructors and engage with adult volunteers.
- Promote and take part in HQ organised CCF (RN) Camps, Courses and activities 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.
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## 5. QUALIFICATIONS & EXPERIENCE

Education/Training	Type	Priority	Comments
Military Quals			All training will be given
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 willingness/ability to self-drive a Service vehicle to locations around the UK)

## 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>	