

STRATEGY & POLICY DIRECTORATE TERMS OF REFERENCE

1. POST DETAILS

Post Title	CCF RN/RM HQ CPO Area Instructor South East 3
JPA Number	2157165
Role Title	Area Instructor SE3
Rank/Grade	OR7 (refer to NATO Ranks)
Branch	ANY
Location	Portsmouth
Reporting Chain	1RO: WO Training/WO Support 2RO: SO2 Training/SO2 Operations
Line Manager Responsibilities	N/A
Level of Security Clearance Required	SC
Primary/Secondary Career Fields	Managing Defence
FKSE Awarded	-

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 Royal Navy policy.

The Combined Cadet Force (CCF) Royal Navy-Royal Marines Headquarters, under Cadets, Youth & STEM, is responsible for providing a challenging and stimulating 'cadet experience' within a school setting that develops and inspires young people through the ethos and standards of the Royal Navy and Royal Marines.

Under the Terms and Conditions set by the RN for this position, the post holder is responsible for providing effective assistance, advice, guidance and training within their designated geographical area in support of the CCF (RN) Cadet Syllabus, CCF activities, Camps and Courses.

3. ROLE DESCRIPTION & SPECIFIC RESPONSIBILITIES

An Area Instructor works within their designated region IAW relevant JSPs and National Regulations in order to support CCF RN Sections in developing young cadets' leadership and for them to gain a wider understanding of the Royal Navy. Tasks are as follows:

- Actively promote an understanding of and demonstrate the same in the performance of your duties and tasks, the RN's Core Values and Ethos within the CCF (RN/RM) Sections.
- Assist and advise CCF (RN) officers on the content, planning and execution of CCF (RN) cadet training including Syllabus delivery, providing assistance to book courses, plan Field Days, arrange cadet travel and assist with applications for pay and allowances.
- Attend Training Days/Parade Nights at schools and Field Days for CCF (RN) Sections within a nominated geographical area as regularly as possible and/or as designated by CCF (RN/RM) 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 for both cadets and adult volunteers.
- Assist in the planning, execution and delivery of CCF (RN/RM) HQ administered activities, Camps and Courses.
- Act as First Party Safety Assurance lead for all nominated CCF RN Sections.
- Act as the quality assurance and planning lead for Field Days and F17 submissions, to ensure that all information within the F17 is accurate and up to date, with all documentation completed and uploaded to the Management Information System, Westminster.
- Liaise directly with the WO TRAINING and WO SUPPORT to identify opportunities for cadet involvement in their area.
- Support the designated RN Sections in preparation for (including the submission of the Pre-Biennial Briefing sheet to CCF (RN) HQ 3 weeks prior to the event) and attend the CCF Biennial Inspections and other functions as directed by CCF (RN) HQ.
- Check the correct accountability, effectiveness and safety of stores, equipment (including boats), uniforms and publications at each nominated Section.
- Attend Continual Professional Development training at CCF RN/RM HQ or at a designated location.
- Maintain all mandatory training required in Policy and Cadet Regulations (NCT, Fitness Testing (if relevant), Red Book and Safeguard training).
- Develop and enhance personal qualifications in CCF RN/RM activities (which may include High/Low Ropes, Afloat qualifications, British Canoeing, Mountain Bike Instructors Award Scheme, Obstacle Course Supervisor, Archery, Field Gun Training and National Pool Lifeguard Qualification).
- Provide routine input into the CCF RN/RM Sections At Risk Register and submit timely update reports on each of their Sections to CCF RN/RM HQ.
- Using the Weekly Report, provide direct feedback (actual Cadet and CFAV numbers parading, issues raised or AI concerns) on completion of a school visit within 24 hours.
- Maintain and supervise Sea Survival Equipment Log (SSEL) as the Subject Matter Expert (SME) for Contingents with Water Safety Equipment (WSE).
- Support Area Conferences/Meetings as required.
- Support Cadet Expansion (RN/RM) in schools once identified and authorised.
- Act in full compliance with all JSPs (Policy, Driving, Safeguarding, Security) and CCF Regulations.
- Maintain files on CCF (RN) Sections within their geographical area including data on Cadet Force Adult Volunteers (CFAV) and Cadet Strengths, Boats, Stores, Equipment (including Water Safety Equipment Log), Section Training Plans and maintain 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.

4. PERFORMANCE ATTRIBUTES

Success Profiles Framework	Priority Component Features
Professional Effectiveness	Must be able to deal with, and prioritise, workload and deadlines from multiple work strands, adhering to safety and safeguarding regulations at all times.
Problem Solving & Decision Making	Must be able to lead a team and prioritise tasking in accordance with Hd CY & STEM and CDR CCF guidance. Dealing with and resolving issues raised by civilian Adult Volunteers and Military Staff. Reviewing and improving current processes. Ability to look forward. Must be able to manage and drive change forwards.
Communication & Influence	Must display strong communication, ability to inform and persuade in

	a logical, fluent, convincing manner. Staff work must be accurate and to a high standard.
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5. QUALIFICATIONS & EXPERIENCE

Education/Training	Type	Priority	Comments
Military Quals	RN YT Continuation Training / Professional Development as required	Essential	
Other Quals/Competencies	Hold a full UK Driving Licence to include categories B, B1,B+E,C1,C1+E,D1	Essential	
	ADQUALS obtained in relation to the position	Essential	Acquired through the role

6. PRE-APPOINTMENT TRAINING/BRIEFINGS/VISITS REQUIRED

None.

7. AUTHORITY AND COMMITTEES

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.

8. APPROVAL & REVIEW

SIGNATURES	
Post holder:	
Name	
Signature	
Line Manager:	
Name	
Signature	
Date:	