

UNIVERSITY ROYAL NAVAL UNIT CAMBRIDGE

COXSWAIN TERMS OF REFERENCE

Purposes

1. **Primary Purpose.** To act as the Coxswain (Coxn) of University Royal Naval Unit Cambridge (URNUC), responsible to the Commanding Officer (CO) for the leadership, management and administration of all unit personnel, Officer Cadets and activities in pursuance of the URNU mission statement:

“To inspire individuals through leadership and maritime training, whilst facilitating a career in the Royal Navy for those who choose.”

Secondary Purposes

2. The secondary purposes of the URNUC Coxn are to:

- a. Support the work of the CO in raising and maintaining public awareness of the Royal Navy.
- b. Assist in strengthening links between the URNU and the Maritime Reserves.
- c. Maintain links between the URNU and other University Service Units, and between the URNU and the academic community.
- d. Raise awareness of career opportunities in the regular and reserve Service amongst OCs and unit Training Officers.

Superiors

3. The Coxn is accountable to the unit CO, who will act as 1RO for all aspects of these terms of reference. Chief of Staff (COS) URNU will act as 2RO.

Authority

4. The URNUC Coxn has:

- a. Line authority over the Cambridge Unit Training Officers, National Training Centre Executive Officer, Unit Admin Officer and Officer Cadets.
- b. Authority to communicate with Service and external agencies as required on unit matters and, as required by the CO or URNU HQ, on URNU-wide matters.

Principal Tasks

5. To contribute towards the shared Duty of Care for URNU Officer Cadets whilst they undertake URNU Training.

6. The principal tasks of the Coxn URNUC are to:

- a. Act as Line Manager for Regional Administration Officer (RAO).
- b. Act as the unit Training and Finance administrator:
 - (1) Support the Unit Administration Officer in the management of filing systems.
 - (2) Administer pay and travelling allowances via the RSU/HQ iaw latest guidance.

- (3) Act as the termination officer.
 - (4) Act as career manager on JPA.
 - (5) Manage outputs of UAS Administration system.
- c. Act as the Motor Transport Officer (MTO) iaw JSP 800:
 - (1) Carry out monthly accounting on Authorise to Use Documents (ATUDs).
 - (2) Conduct checks and controls.
 - (3) Manage fuel card/fuel logs.
 - (4) Act as a custodian for vehicles fuel cards and fuel logs.
 - (5) Maintain transaction logs.
 - (6) Act as a matrix test/FMT 600 co-ordinator.
 - (7) Act as a unit driver.
- d. Act as Unit Fund Treasurer:
 - (1) Carry out duties iaw BR18
- e. Administer the unit budget on behalf of the CO.
- f. To hold the unit Stores and Goods ePC.
- g. Arrange facilities for training nights and non-P2000 activities.
- h. Co-ordinate logistics for sea training.
- i. Act as the unit IT administrator.
- j. Act as a unit first aider.
- k. Update recruiting and informative literature within the Unit.
- l. Liaise with other Service units, associated bodies within the universities and local community.
- m. Supervise discipline, dress and conduct within the Unit.
- n. To manage unit stores, including uniform clothing and PLT equipment. To hold the unit AinU.
- o. Act as the Unit SHEF representative:
 - (1) Maintain unit SHEF output for the CO.
 - (2) Enforce H&S at work within the unit.
 - (3) Maintain the unit SHEF log.
 - (4) Ensure SHEF awareness within the unit.

- (5) Prepare for SHEF audits as directed including self-audit.
- (6) Act as risk assessor.
- p. Act as Unit Security Adviser:
 - (1) Advise on compliance of security regulations iaw JSP 440.
 - (2) Advise on risks associated with non-compliance of security regulations.
 - (3) Manage physical security.
 - (4) Administer unit safes.
 - (5) Maintain unit security log.
 - (6) Advise on security breach procedures.
 - (7) Manage Unit keys.
 - (8) Maintain Navy Command Information Asset Register (NCIAR)
 - (9) Unit Sponsor for vetting of Training Officers and Officer Cadets.
 - (10) Act as the trophy officer and maintain Unit Asset Log.
- q. Act as 1RO for all unit Training Officers.

Secondary Tasks

- 7. To support and carry out general military duties as required by the CO.

Qualifications

- 8. The URNUC Coxn is to complete the following courses:
 - a. Divisional Officers' Course or Divisional Senior Rates' Course
 - b. Care of Trainees (to be obtained within a month of taking post).
 - c. Defence Trainer Course (DTC) to be obtained no later than six months after taking post.
 - d. Enhanced Care of Trainees (to be obtained no later than six months after taking post).
 - e. Driving Licence Cat B (Car).
 - f. Driving Licence Cat D1 (Minibus).
 - g. Prevent training for Leaders and Managers¹.
 - h. IOSH – Managing Safely.
 - i. RN L2 First Aid.

¹ UDSOs para 2225.

j. MT Supervisor Course.

Review

9. These Terms of References are to be reviewed, printed, signed and returned every 12 months.

Commanding Officer
URNU Cambridge
Date:

Coxswain
URNU Cambridge
Date: