

JOB SPECIFICATION (2018)		JSN	
Position Title	Cadet Training Team (CTT) Training Safety Advisor	Date Approved	2 Aug 2022
Unit	HQ Regional Command - CTT	Approved By	COS Cdts Br HQRC
Location		TLB	Army TLB
Establishment Type	Established Post	Rank/Grade	OR8 / WO2
Establishment/OET Ref		Service/Type/Arm	Army/E2/FTRS(LC)
UIN/SLIM/JPA PID		Exch/NATO/JSRL No	Nil
Incumbent		Staff/Command	
E-mail		WTE/MSTAR	
Phone Number		Manning Priority	2
Security Status/Caveats	SC/Nil	Assignment Length	24 Months
Reporting Chain	Army	Primary Career Field	Personnel
1 st RO	OC CTT	Sub Field 1	Training
2 nd RO	RPOC/Bde Deputy Commander	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: To provide training, support, and safety advice and assurance to the Army's cadet units on behalf of the chain of command within boundaries.			
Position Role: Provide training guidance safety advice and assurance to the Army's Cadets CoC on all training and safety matters. Ensure that all activities comply with the Safe System of Training (SST) and the Army Cadet Safety Management System (ACSMS).			
Responsibilities:			
1. Provide training safety advice, assurance, and guidance to the CTT, Army Cadet CoC within AOR.			
2. Ensure all cadet military/adventurous training is conducted in accordance with the SST/ACSMS and relevant service publications.			
3. Assure Cadet Force training by checking; all safety documentation; EASPs, RAM, RASP and that the activity is compliant under the ACSMS.			
4. Attend training safety related meetings, working groups and conferences, within the AOR, RPOC and HQRC. Share best practice.			
5. Deliver initial/refresher training on the SST & ACSMS to Cadet Force Adult Volunteers (CFAV) and CTT staff as required.			
6. Responsible for ensuring activity owners are enabled to plan and deliver safe activity, sharing best practice and working with them to ensure safety standards are met. Liaise with training and safety SMEs to ensure current and correct advice is given.			
7. Deliver/Assist/Monitor/Supervise/Assure instruction of Army Cadets/CFAVs in all subjects of the Army's Cadet Syllabus.			
8. Any other task as directed by the CoC.			
Pre Appt/Deployment Trg: Dependent on CTT location, SP must be England/Wales-Enhanced DBS with Barred List Check. Scotland-PVG. Northern Ireland-Access NI Enhanced with Barred List Check. Must have a full, valid UK driving license.			
Domestic Considerations: Some weekend, evening and school holiday working maybe required to deliver the required output in support to the Cadet Force. Nights out of bed are required to deliver this role.			
Performance Attributes	Priority Component Features		
Leadership	Inspires, influences, directs, and supports others in both routine activities and under stress. Upholds values and Standards. Respects diversity and inclusion.		
Effective intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Management	Sets sensible and realistic targets and supports through to successful completion.		
Powers of Communication	Displays good oral communication, ability to inform and convince. Produces logical, fluent, convincing, and accurate written work.		
Education/Training	Type	Pri	Comments
Military Quals	SA (B) or SA (A) (18/90). SA (M) (18). Unit Safety Advisor	Desirable Desirable	
Other Quals/Competencies	Unit Adv Trg Officer	Desirable	UATO Assist, advise, and counter sign (JSATFA & ACEATFA).
	DCCT Op, System manager	Desirable	
	Health & Safety	Desirable	Military or civilian
	Youth Work	Desirable	Any previous youth work/volunteering desirable.
Education	WO CLM	Desirable	WO CLM complete. ASLS desirable
	IT Skills	Essential	A high level of IT Skills (MS Office) required. WESTMINSTER training required once in role.
Language	-	Essential	A high level of written and spoken English
Experience	Working in a Mil Training Assurance/Governance environment	Desirable	
Service/Arm/OGD	Army/E2	Essential	
Operational	-		
Staff	-		
Command	-		
Fields/Trades	Personnel	Desirable	
Environments	Training	Desirable	Previous experience within a training environment.
Other Comments	A motivated individual who can engage, inspire and effectively communicate with CFAVs and the wider CTT/RPOC/HQ Regional Command. Qualified to advise on all matters regarding training and training safety. CTT induction provided by the CTT. Visit https://armycadets.com https://combinedcadetforce.org.uk Contact the CTT to arrange a visit to better understand the role.		
Originator: Lt Col AJ Lackey RA	Appt: SO1 CCF(A)	E-mail: Lackey.Alan430@mod.gov.uk	Tel: 03001608370
Auth by 2nd RO:	Appt:	E-mail:	Date: 8 Dec 2022

To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes

