



Issued	04/02/21
Review Period	Annually
Next Review	31/01/22

TERMS OF REFERENCE – SP (MTF) 824 NAVAL AIR SQUADRON

SHORT TITLE: SP/XO MTF 824 NAS

JPA POSITION NUMBER: 1103672

RATE BY COMPLEMENT: LT CDR

NAME / RATE OF HOLDER: LT CDR SRJ GIBSON RNR

LINE MANAGER: OIC MTF 824 NAS

Purposes

1. Primary Purpose:

To carry out the duties of 824 NAS (MTF) Senior Pilot Instructor and XO for the Merlin Training Facility.

2. Secondary Purposes:
 - a. To carry out the duties of a Squadron Qualified Helicopter Instructor (QHI) and Instructor Control Console (ICC) Operator.
 - b. To oversee all pilot aircrew programming on a daily and weekly basis to ensure that training is conducted efficiently.
 - c. Conduct flying/simulator operations and ground training as required to maintain currency and competencies iaw MRP.
 - d. To identify and inform the OIC MTF of any training required to meet the necessary tasks and improve performance.
 - e. To maintain MTF Pilot currency iaw MRP.
 - f. Maintain MTF pilot instructor (QHI) standardisation and skills levels.
 - g. To act as a Culdrose APCMIO
 - h. To act as MHF FRC Liaison.
 - i. To train and maintain ICC qualifications for instructors/operators of the front seat simulator devices.



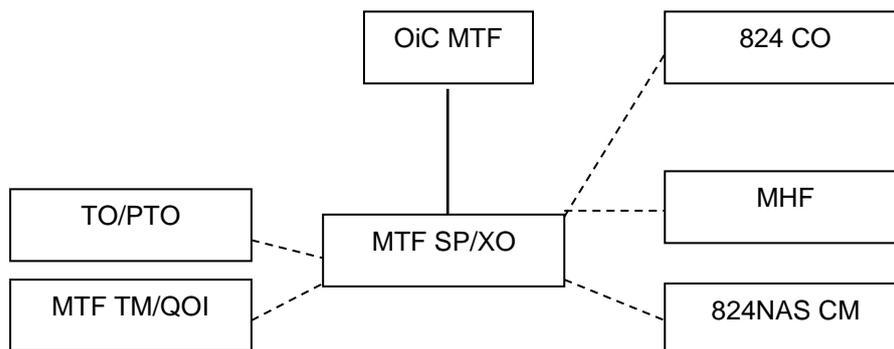
Superiors

3. The SP MTF is:
 - a. Accountable to the Officer in Charge Merlin Training Facility (OIC MTF) 824 NAS.
 - b. Accountable to Merlin Force Commander for specific Force related tasking.

Authority

4. The SP MTF has authority over all MTF pilot aircrew instructors relating to student programming, scheduling and curriculum management with the exception of the OICMTF. In respect of MTF management and administration, the SP MTF has authority over all Aircrew instructors and maintainer instructors. Through OIC MTF, the SP MTF is authorised to liaise with:

- c. All Culdrose departments.
- d. At the appropriate level, with staffs of NC, Merlin Force HQ, Merlin IPT, DAPS, NAC training units, Squadrons and establishments.
- e. Selected appropriate personnel in industry supplying services and equipment to 824 MTF (MOD).



Principal Tasks

5.
 - a. Co-ordinate the Curriculum Planning and pilot training for Mk2 Merlin courses.

Competencies Required

6. The following competencies are required for the SP MTF:
 - a. To have undertaken the Defence Train the Trainer course (DTTTC)
 - b. To have undertaken the Defence Training Supervisor Course (DTS)
 - c. To have successfully completed the RN Flight Safety Course.
 - d. To be a Qualified Aircrew Instructor

SIGNATURES

7. The Line Manager and Post Holder's signatures signify that a review of the incumbent's additional qualifications with respect to the Squadron Establishment has taken place.

Signature of Post-Holder:

Date: 04/02/21

SRJ GIBSON
LT CDR RNR

Signature of Line Manager:

Date: 04/02/21

W J LOCK
LT CDR RN