

Issue Date:

Review Date:

TERMS OF REFERENCE FOR

Post Holder:

Full Title: Education and Resettlement Officer 30 Cdo

Short Title: ERO

Part 1: Job Summary

PREAMBLE

PURPOSES

1. Primary Purpose. To identify and deliver initiatives meeting the education requirements of 30 Cdo IX Gp and assure the contracted LDO outputs delivered by the Capita team.
2. Secondary Purposes. Where agreed by the CO, support wider CF transformation with education expertise.

ACCOUNTABILITY

3. The ERO is accountable to CO 30 Cdo via OC Logs.

AUTHORITY

- 4.

TASK

5. The post holder is to carry out the following tasks:
 - a. To provide overarching SME Education / Resettlement guidance and support to all 30 Cdo personnel, RMBS Lodger Units and Unit Education contractors.
 - b. Lead on and deliver the Education Strategy for 30 Cdo and maintain strong relationships with key stakeholders including TESRR and LDO.
 - c. Evaluate and quality assure the Capita delivery of LDO outputs in line with the LDO Charter as Liaison Officer to LDO HQ.
 - d. Provide support to the tutored delivery of English, Maths and wider 'study skills' sessions for all ranks' personal and professional development.
 - e. To provide and administer accessible facilities and resources, including out of hours access, for the development of all ranks.
 - f. Identify and deliver bespoke unit Education initiatives in support of 30 Cdo outputs and identify funding streams.
 - g. Provide educational initiatives in support of operations, wider units and organisations as agreed and approved by the Commanding Officer.

ESTABLISHMENT DUTIES

6. The post holder will carry out the following Establishment Duties:
 - a. Duties as directed by the CO within the HC restrictions.

COMPETENCIES

7. The post holder is to be a

	Essential	Acquired
Training Development Internal Validation Joint	N	Y
Miscellaneous Unit Education And ReSETTlement Officer/Assistant Navy	N	Y
Management Divisional Officer (RNLA 106) Navy	N	Y
Training Development External Validation Joint	N	Y
Media and Comms GCN3 - Business and Communications Environment Joint	N	Y
Training Development First Party Audit Joint No	N	Y
Media and Comms GCN4 - Relationship and Account Management Joint	N	Y
Training Development Instructional Design Joint	N	Y
Professional Naval Service coaching level 5 certificate Navy	Y	N
Training Development Job Analysis Joint	N	Y
Instructional Defence Trainer Joint	Y	N

Part 2: Key Change Objectives

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct **their** efforts to achieve **their** primary and secondary purposes, with the following specific targets:
 - a. Tailored education initiatives for all ranks, in line with Cdo Transformation Orders.
 - b. Assure the quality of the Capita LDO output as per the LDO Charter.
 - c. Advise and guide Capita staff members to reach optimum service and output.

Signature of Job Holder

Signature of Line Manager

Date:

Date: