

## **TERMS OF REFERENCE FOR NAVY STRATPOL-RMYT CCF NORTH**

### **PURPOSE**

1. Under the Terms and Conditions set by the Royal Navy for this Full Time Reserves Service (FTRS) Full Commitment (FC) position, the post holder is responsible for providing effective assistance, advice, guidance and training support to Combined Cadet Force (CCF) Royal Marine Sections within their designated area.
2. The post holder will need to reside in the North of England and will be at the forefront of delivering the RM Cadet Syllabus, arranging and supporting CCF activities, as well as being part of a Team running annual National CCF RM Cadet Camps and Courses.

### **SUPERIORS**

3. In the execution of their duties the post holder is responsible to the CCF RN COMD through RM YT WO and SO2 TRAINING CCF (RN/RM).

### **ORGANISATION**

4. The principal organisation / reporting chain is annotated below:



### **AUTHORITY**

5. 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.

### **Principal Tasks**

6. Work within their designated area IAW relevant JSPs and National Regulations in order to support CCF RM Sections in developing a cadet's leadership and for them to gain a wider understanding of the Royal Marines. Principal tasks are as follows:
  - Assist and advise CCF (RM) officers on the content, planning and execution of CCF (RM) cadet training including providing assistance to book courses, arrange cadet travel and assist with applications for pay and allowances.
  - Attend training days, training evenings and field days for CCF (RM) sections within their allocated area as regularly as possible and / or as designated by CCF (RN) HQ and / or as required where specific skills and qualifications are required ensure a comprehensive and safe training system is in place.
  - Acts as First Party Assurance for all CCF RM Cadet activities within designated schools, and to liaise regularly with the CCF Training Safety Team to achieve this.

- Actively promote CCF (RM/RN) activities, camps, courses and ashore and afloat Service activities.
- Provide input to the compilation of the Performance Management System reporting on CCF (RM) Sections and submit timely reports to CCF (RN) HQ as required.
- Assist in the planning and execution of CCF (RM) HQ administered activities, camps and courses.
- Support the RM Section in preparation for, and attendance at, CCF Biennial Inspections and other functions as directed by CCF (RN) HQ.
- Liaise directly with the Commando units and RMR Units to identify opportunities for cadet involvement in their area.
- Check the correct accountability, effectiveness and safety of stores, equipment (including boats), uniforms and publications

### **Secondary Tasks**

7. The list of secondary tasks below is not exhaustive and is open to amendment as and when the role develops. (Amendments will be discussed during MPARs / Annual Appraisals).
- Develop and upgrade personal qualifications in CCF RM/RN activities (such as High/Low Ropes, RYA, BCU, BSAC, MLUK, NPLQ, SAA Instructor and Range Qualifying courses).
  - Actively promote an understanding of RM Core Values and Ethos within the CCF (RM) Sections.
  - Attend relevant Area Conferences and Meetings as required.
  - Support Cadet Expansion (RM) in schools once identified and authorised.
  - Assist with CCF (RM) Training in order that the functions of Service training for the CCF as laid down in JSP 313 are achieved.
  - Maintain files on CCF (RM) sections within their area including data on Officers and Cadet Strengths, Boats, Weapons, Stores, Equipment, Section Training Plans and keep a record of visits.
  - Maintain and keep safe custody of all personal equipment issued including vehicles, laptops, mobile phones and CCF (RM) training aids and equipment.

### **General**

8. The post holder may be / is required to:
- Carry out additional tasks and duties appropriate to Rank / Grade / Experience as directed by CCF (RN) COMD, SO2 TRNG CCF (RN/RM) and RM YT WO.
  - Attend Continuation Training / Personal Development Training as required.
  - Maintain & re-validate all ADQUALS obtained in relation to their position as an RM YT Instructor.
  - Hold a full UK Driving Licence to include categories B, B1, B+E, C1, C1+E, D1, in order to conduct their full range of duties.

### **HEALTH AND SAFETY**

9. All CCF (RN/RM) staff are responsible for taking reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions in the workplace as specified by the Health and Safety at Work Act 1974, and to observe best practice and compliance with legislation in the protection of the environment and the conservation of energy.