Our reference: GL-SES-G1-2

See Distribution

Date: 24 Jan 2017

VACANCY FOR SECTOR TRAINING OFFICER
SECTOR HEADQUARTERS, SOUTH EAST LONDON ARMY CADET FORCE

1. Attached is a Vacancy Notice for the above-mentioned post which is tenable from 01 Apr 17 or as soon after this date as possible. Addressees are requested to circulate this and include in Routine Orders. Those wishing to seek further information in advance of an application for this vacancy should contact the Commandant on gl-se-comdt@armymail.mod.uk or the Cadet Executive Officer at the address below:

   Headquarters
   SE London ACF
   CTC Hollyhedge House
   Wat Tyler Road
   Blackheath
   LONDON
   SE3 0QZ

   Tel No:  020 8694 6533

2. The closing date for applications is Friday, 24th February 2017. An Interview Selection Board will be convened at HQ SE London ACF in March 2017.

Desmond Smith
Col
Commandant
SE London ACF

Distribution: by email

HQ Reg Comd, SO2 Cdts
HQ LONDIST, Chief Clerk
GL and SE RFCAs
ACF Sectors in LONDIST

Request publication in WESTMINSTER

Request circulation and/or publication in Routine Orders

cc:
HQ LONDIST, SO2 MS
Enclosures (2):

1. Vacancy Notice.
2. Role Specification for Sector Training Officer
VACANCY NOTICE

VACANCY FOR SECTOR TRAINING OFFICER
SECTOR HEADQUARTERS, SOUTH EAST LONDON ARMY CADET FORCE

1. A vacancy will arise on 01 April 2017 for the post of Sector Training Officer, based at Sector HQ, SE London ACF, CTC Hollyhedge House, Wat Tyler Road, Blackheath, SE3 0QZ. The Sector consists of 24 Detachments across South-east London with 145 CFAVs and 940 cadets on strength.

2. The post of Sector Training Officer is a voluntary appointment. The successful applicant will be granted the acting rank of Major and is entitled to claim Voluntary Allowances in accordance with current regulations. In addition, payment for residence to place of duty and motor mileage allowances may also be claimed when on official ACF duty.

3. Candidates must hold an ACF Commission in the rank of Captain or above. Applicants external to SE London ACF should arrange for their current Commandant to provide a reference for this prospective appointment direct to the Cadet Executive Officer SE London ACF at the address below. If an applicant does not have a current Commandant, the names and addresses of two other referees should be provided.

4. The successful applicant will take responsibility for cadet training at sector level and oversee the assessment and induction training of potential adults and adult continuation training. They will be a highly-motivated CFAV volunteer with a proven track record of planning and delivering cadet training at company level. They will have an excellent knowledge of the ACF APC syllabus and the capacity to plan, manage and oversee exciting and stimulating training to deliver the ‘Cadet Experience’ to senior cadets in-year and at annual camp. The ability to motivate and lead CFAVs and cadets is essential and previous experience of adult induction and training would be an advantage.

5. Prospective applicants who wish to discuss the post in detail in advance of making a formal application are invited to contact the Commandant, Col D J F Smith on gl-se-comdt@armymail.mod.uk or the Cadet Executive Officer, Maj Guy Poyner on 020 8694 6533.

6. Applicants are to forward a CV comprising no more than 2 pages, together with a covering letter demonstrating how they meet the essential requirements of the position and their wider motivation for the role, to:

Maj G G Poyner
Cadet Executive Officer
Headquarters
SE London ACF
CTC Hollyhedge House
Wat Tyler Road
Blackheath
LONDON
SE3 0QZ

Email: gl-se-ceo@rfca.org.uk

7. The closing date for applications is **Friday, 24th February 2017**. An Interview Selection Board will be convened at HQ SE London ACF in March 2017.
### Role specification: Sector Training Officer

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<tr>
<th>Duty Location:</th>
<th>HQ SE London ACF</th>
<th>Reports To:</th>
<th>Cadet Commandant</th>
<th>Rank Range:</th>
<th>Maj</th>
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### Responsibilities

#### 1 Cadet Training

1.1 Generally supervise all training and exercises and monitor assessment standards.

1.2 Consult the Cadet Commandant on training and advise ACF Area Commanders and their training staff on the implementation of the Cadet Commandant’s Training Directive.

1.3 Oversee APC assessments at 2 and 3 Star level and in progressive subjects at 4 Star levels, including the appointment of the presidents of Testing Boards and the approval of assessors.

1.4 Organise JCIC and 3 Star Cadres.

1.5 Visit ACF Area and Detachment training to monitor, advise and assist where appropriate.

1.6 Arrange and oversee specialist training approved by the Cadet Commandant (shooting, first aid, signals, adventurous training) using the appointed officers accordingly.

1.7 Promote and facilitate the DofE and BTEC schemes throughout the Sector.

1.8 Organise and conduct any internal county level military skills/skill-at-arms competitions and arrange for the training of any Sector shooting and military skills teams, including arranging entry into Regional and National competitions.

#### 2 Adult Training

2.1 Provide adult induction training and co-ordinate with Coy Comds to prepare adults to attend the Advanced Induction Course (AIC) held by CTT and other training courses.

2.2 Organise and conduct adult progressive and refresher training, including compulsory testing, and additional training for Detachment Commanders.

2.3 Ensure that all officers and AIs attend the qualification and course training required of their appointments in accordance with regulations, and encourage and prepare officers and AIs to receive specialist training, particularly in range conduct, first aid, obstacle course supervision and in adventurous pursuits and sporting disciplines.

#### 3 Annual Camp

3.1 Formulate the annual camp training programme at Sector level and coordinate APC cadre programmes.

3.2 In conjunction with the CEO, CQM, specialist training staff and CTT, arrange training facilities and resources and any training support needed from the Regular Army or Army Reserve.

#### 4 Other

4.1 In conjunction with the CEO/AO ensure that all training information is kept up to date on Westminster.

4.2 Maintain (in conjunction with the TSA) a library of generic risk assessments for all regular training activities and conduct an annual review.

4.3 Contribute to planning the Sector annual programme of training, activities and events.

4.4 Attend Cadet Commandant’s conferences and hold regular meetings for Sector and ACF Area training staff.

4.5 Attend national ACF County Training Officers’ Conferences as appropriate.