



**RFCA FOR YORKSHIRE AND THE HUMBER**

**RECRUITMENT PACK**

**Schools Cadet Expansion Officer**

**(fixed Term to 31st March 2024)**



 **RECRUITMENT PACK**

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 **ABOUT US**

OUR STORY

**SO FAR**

At Reserve Forces’ and Cadets’ Association for Yorkshire and The Humber (RFCA YH) we champion Yorkshire and The Humber’s Reserve Forces’ and Cadets’ through community and corporate engagement, estate management and recruitment support to local Reserve Units and Cadet Detachments.

Reservists are an integral part of the Armed Forces, working side-by-side with their regular colleagues at home and overseas.

**OUR HISTORY**

We have been the voice for Yorkshire and The Humber’s Navy, Army and Air Force Reservists and Cadets since 1908.

**OUR TEAM**

As a small and committed team, we strive to promote the value and diverse skill set of the Armed Forces family to the local community and employers from all sectors.

**OUR WORK**

We provide informed support to Yorkshire and The Humber’s Armed Forces Community and use our locally driven relationships to deliver defence strategy at a regional level. Perhaps most crucially, we manage the Volunteer Estate, ensuring our Reservists and Cadets have the proper facilities to train in and thrive.

**OUR OBJECTIVES**

WHAT WE DO

**OUR VALUES**

TRUSTWORTHY Reliable, dependable and worthy of confidence

RESPECTFUL Of each other, the units we serve, our members and stakeholders

With INTEGRITY Truthful and sincere, genuine and candid

PROFESSIONAL In our processes, work and behaviours

**VISION STATEMENT**

To ensure Reserves and Cadets in Yorkshire and The Humber thrive and endure, enjoying strong and mutually supportive relationships with the communities of the region, and strengthen the relationships between the Armed Forces and civil society.

 **THE THREE PILLARS**

**ENGAGEMENT CADETS AND YOUTH ESTATES**



There are over 8,500 cadets across Yorkshire and the Humber; at RFCA YH we provide the financial, administrative and logistical support that enables them to take on challenges and adventures that would otherwise be unavailable to them.

Importantly, we provide the recruitment support for the adult volunteers without which the cadet organisations would cease to exist.

We work to establish and maintain strong relationships with employers and community stakeholders to develop mutually beneficial working relationship with the Ministry of Defence.

Our Engagement Team is here to advise and guide companies to adopt a forces friendly policy beginning with signing the Armed Forces Covenant, through their journey on the Employer Recognition Scheme to becoming advocates for Defence.

Our Estates Team manage 30 Reserve Centres across the region (including Maritime Reserve and Royal Auxiliary Air Force) along with 140 Cadet Training Centres.

We have successfully designed and project managed multi-million pound builds and provide all essential maintenance, repairs, leasing and safety compliance to the entire Reserve Estate.

 **OUR IMPACT**

HOW WE DO IT

EMPLOYER AND COMMUNITY ENGAGEMENT

RFCAYH builds and nurtures enduring relationships with opinion formers, stakeholders, employers and local authorities, improving understanding of the reserve forces’ and cadets’ contribution to the nation and our area.

The team works with local authorities and statutory service providers to deliver the Armed Forces Covenant (AFC) across the region. All County Councils and unitary authorities in the region have signed the Covenant and implement their AFC in a way fitting with the values and ethos of their county. RFCAYH acts a key point of contact and a source of information on the Armed Forces Covenant, Reserves and Cadet matters.

##### CADET INITIATIVES AND ADULT INSTRUCTORS

The hard work of Yorkshire and The Humber’s 8,500+ cadets can be seen in the increasing number of events that they are involved in throughout the Region. These include Remembrance Day Ceremonies at various locations across the region.

In addition to administering annual camps, we have established combined events, giving cadets the opportunity to test their skills. Events such as the much sought after Lord-Lieutenant Cadet Certificate presentation is organised every year by the RFCA YH Youth and Cadets Team. Additionally we provide cadets the opportunity to be involved in events such as the annual photography competition, winter skills courses and kayaking in Norway.

In schools, our commitment to the Cadet Expansion programme is led by our dedicated School Cadet Expansion Officer. His role is to guide schools and offer advice throughout the process of establishing a Combined Cadet Force unit.



##### MANAGING THE ESTATE

The RFCA manages the estate for all Reservists and Cadets in the region, which includes 630 buildings, covering 6,500 acres of land and ranges from small cadet huts to multi-unit bases. Additionally, the RFCA manages multi-million pound works and estates budgets on behalf of the MoD, including adapting injured service personnel’s’ homes.

In addition to our core funding, we are required to source additional funding streams to meet these demands.

ALTERNATIVE VENUES (AV)

Alternative Venues manages the venue hire within RFCA YH. It is a non-profit organisation which generates additional funding by hiring out facilities within the RFCA YH Estate.

With over 30 Army Reserve Centres, 87 Army Cadet Force and 62 Air Training Corps sites spread across Yorkshire and The Humber available for commercial venue hire, the money generated by AV is put directly back in to the Estate.

 **VACANCY**

 JOB DESCRIPTION

Job Title: Schools Cadet Expansion Officer (SCEO)

Job Grade: C2

Department: Cadets and Youth

Reports to: Deputy Chief Executive (DCE)

**PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES:**

1. Descriptions of Primary Duties
	1. **General Duties**
		1. The incumbent will be required to act in a mentoring role and primarily deal with school SLTs. Their focus will be to provide them with advice, practical and tangible support, guidance and encouragement, in order that they are better prepared to grow their units for the long term. This will require SCEOs to consult with Single Services’ training teams and the relevant Cadet Force HQs’ representatives in order that a collaborative and coordinated approach is taken and so that the SCEOs’ efforts complements that of Single Services’ primary focus and routine business of sustaining the unit and delivering training.
		2. The incumbent will be required to maintain close relationships and, where required, form and build new relationships with CEP schools and schools with established legacy units in their regions (and when directed, in other RFCA regions.) SCEOs’ engagement will be, primarily, with the SLT representatives (e.g. MAT Chief Executive Officers, Trustees, Governors, Head teachers, and Principals).
		3. The incumbent will be required to carry out regular visits to schools and will provide feedback to the Joint Team on the unit’s current situation, their progress measured against their growth plan/ambition, the unit’s capacity to grow (and their willingness to do so), any obstacles to growth and recommending any measures that could be adopted to assist the unit to grow.
		4. The incumbent will be required to provide guidance to schools in their efforts to grow their units and will encourage schools to adopt a Unit Development Plan, providing close support to its production and implementation.
		5. The incumbent will be required to closely monitor schools in their area in order to identify potential changes to the SLTs (or key personnel within the Combined Cadet Force) and liaise with the JT accordingly.
		6. The incumbent will be required to proactively facilitate regional networking in close collaboration with CCFA, RFCAs, RPOCs and Single Services to provide formal and informal opportunities to share learning and best practice, make best use of available resource and to help identify wider training opportunities in order to promote and facilitate growth.
		7. The incumbent will be required to, where appropriate, support Department for Education and MOD communications.
		8. The incumbent will be required to attend meetings, workshops and other activities related to the CEP as and when required.
		9. The incumbent will be required to provide reports routinely and other information as may be required, upon request to the JT on school’s growth progression and any other identified tasks.
		10. The incumbent will be required to work with the JT on the development of documentation in support of cadet growth.
		11. The incumbent will be required to manage and support schools in their application for funding that may become available from time to time in support of cadet sustainment and growth.
		12. The incumbent will be required to maintain close working relationships with Single Services (and training teams in particular) in order to provide a unified approach and timely, practical support to schools.
		13. The incumbent will be required to support schools (as agreed by RC Cadets Branch and Single Services (under BAU)) through the application process to establish a CCF.
		14. The incumbent will be required to, when necessary, work outside their defined geographical area.
		15. In conjunction with the RFCA and in addition to the specific growth support to cadet units, the incumbent will be required to (when capacity allows) undertake work on behalf of the RFCA.
		16. The incumbent will be required to gain a full understanding of the existing cadet force footprint and infrastructure within the designated area of operations in order to ensure regional coherence through the existing Joint Cadet Committees structures.
		17. Manage appropriate infrastructure bids for the establishment of approved cadet units and process these through the RFCA on behalf of the programme.
	2. **In conjunction with the RFCA and in addition to the specific expansion into schools initiative:**
		1. Develop relationships with the local authorities/agencies and RFCA YH partner organisations in order to position the cadet forces as an integral part of the respective community and signpost accordingly.
		2. Seek opportunities within the wider youth arena for cooperation and, where appropriate, greater integration.
		3. Support, where appropriate, the delivery of wider Government (to include the Devolved Administrations) youth initiatives.
		4. Work with employers in collaboration with the Regional Employer Engagement Director to gain greater recognition for the cadet forces, their adult volunteers and young people and the benefits that they bring to the workplace.
	3. **Tasking Authority:**
		1. The incumbent will be tasked by the Joint Team.  RFCA YH will utilise the SCEO to support other approved outputs in the margins of the CEP (which remains the priority at all times).
	4. **Mobility:**
		1. It may be necessary for the incumbent to work outside of a defined geographical area. This being the case, the incumbent must be prepared and make adequate provision for extended periods of employment outside of employing RFCA region.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

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|  | **Essential** | **Desirable** |
| **Experience**  |  |  |
| Working with a variety of Stakeholders | **x** |  |
| Networking to form and build new relationships | **x** |  |
| Experienced in delivering credible quality presentations  | **x** |  |
| Developing positive and enduring relationships with organisations and individuals | **x** |  |
| Budget management / grant applications and any other funding streams  |  | **x** |
| Experience thinking creatively and problem solving  |  | **x** |
| Experience in a mentoring or coaching role  |  | **x** |
| Project Management  |  | **x** |
|  |  |  |
| **Qualifications** |  |  |
| Degree educated (or equivalent) |  | **x** |
|  |  |  |
| **Skills and Abilities** |  |  |
| Excellent oral and written communication skills  | **x** |  |
| Strong interpersonal skills | **x** |  |
| Highly motivated and able to work with minimal supervision | **x** |  |
| Strong IT Skills particularly Microsoft Office Applications | **x** |  |
| Able to influence and negotiate  | **x** |  |
| Have proven ability in the delivery of targets | **x** |  |
| Capable of prioritizing workload to meet deadlines | **x** |  |
|  |  |  |
| **Knowledge**  |  |  |
| Knowledge of the MOD sponsored cadet forces  | **x** |  |
| Broad knowledge of the education system 11-18 |  | **x** |
| Understanding of Defence structures  |  | **x** |
|  |  |  |
| **Any Additional Factors**  |  |  |
| Willingness to work flexibly | **x** |  |
| Full driving license (Group B) | **x** |  |

 PERSON SPECIFICATION

 APPLICATION PROCESS

Should you wish to discuss the vacancy please contact Jenny Robinson by emailing yh-offman@rfca.mod.uk where your enquiry can be responded to or redirected.

The closing date for applications is **13th July 2021.**

Candidates should send the completed application form to yh-offman@rfca.mod.uk. Please indicate, by providing evidence, how your experience, qualification, skills and knowledge either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the main activities and key tasks of the Job Description.

Successful applicants will be notified of an invitation to interview by **16th July 2021.**

Subject to national restrictions, it is intended to hold face to face interviews, in a COVID secure environment in York, in week commencing **26th July 2021.**