



Volunteer Cadet Corps

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VCC/VHQ/G5

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See Distribution

TERMS OF REFERENCE – LOGISTICS OFFICER (STORES)

Summary

1. The Logistics Officer (Stores) (LO(S)) is a uniformed (or exceptionally non-uniformed) CFAV or Service Helper appointment in HQVCC. They are responsible for managing the HQVCC central stores (ensuring that items are secure, maintained and issued properly) and assisting with the sourcing and procurement of articles in support of HQ and VCC units.
2. The LO(S) will work closely with peers in VCC units and where necessary coordinate bulk buying to leverage best value for the VCC. Additionally, the LO(S) will be responsible for the correct issuing and recovery of HQVCC stores item, and for arranging their replacements or repair.

Primary Tasks

3. LO(S) shall fulfil the following Primary Tasks:
 - a. Be the senior stores person in the VCC, and chief stores advisor to Comd VCC.
 - b. Liaise with VCC unit COs and Logs Offrs/QMs etc to centralise equipment and clothing where there is a benefit in doing so in order to optimise those stores in support of all VCC units (eg: shared resourcing).
 - c. Understand Naval Service stores procedures and assist VCC units in obtaining resources iaw the MoA.
 - d. Conduct audits and inspections on behalf of HQVCC.
 - e. Liaise with suppliers to specify, source and negotiate the supply of equipment and clothing.
 - f. Coordinate the bulk purchase of equipment and clothing to leverage best value and arrange the ongoing distribution of those items once delivered.
 - g. Develop effective working relationships with stores personnel in VCC parent establishments in support of VCC units.
 - h. Ensure that equipment and clothing is issued and recovered using approved and/or established procedures, and that anyone issued with said items is chased to return them when required.

Secondary Tasks

4. LO(S) may fulfil the following Secondary Tasks:
 - a. Conduct instructional training for both Cadets and CFAVs
 - b. Attend exercise and summer camps.
 - c. Attend courses as required.

Competencies

5. The following competencies are mandatory for this position:
 - a. DBS.
 - b. Safeguarding Training.
 - c. Defence Information Management Passport.
 - d. Red Book Test.
 - e. Stores and armoury/ammunition qualifications and/or experience.

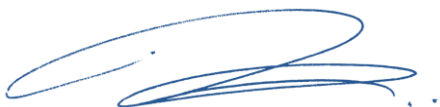
Acceptance

6. I hereby confirm that I understand the above ToR and will fulfil this role to the best of my ability in accordance with it:

Name: _____

Signed: _____

Date: _____



T E Wing
Lt Col RMVCC
Comd VCC