



Volunteer Cadet Corps

Headquarters Volunteer Cadet Corps

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VCC/VHQ/V1/01

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TERMS OF REFERENCE – EXECUTIVE OFFICER (TRAINING)

Summary

1. The Executive Officer (Training) (XO(T)) is a senior uniformed CFAV (or, in exceptional circumstances, Service Helper) appointment in HQVCC. They are responsible for the direction and delivery of training, activities and events across the VCC, liaising with unit COs and other senior staff as required. XO(T) is also responsible for providing strategic oversight of health and safety in the VCC.

2. XO(T) should be proficient in Microsoft Office products and have a thorough knowledge of JSP814 and the VCRs, as well as having experience in health and safety matters. The role will normally be held for a period of two years, and subsequently reviewed annually (and subject to an initial six-month probationary period).

Primary Tasks

3. XO(T) shall fulfil the following Primary Tasks:

- a. Report to DComd VCC and be third-in-command of the VCC.
- b. Oversee and monitor the effectiveness of health and safety management across the VCC, liaising with unit COs and HSOs as required (noting that COs remain the duty holder for their respective parts of the VCC).
- c. Provide strategic management oversight of training and activities, working with the TSO, unit COs and TOs to ensure such activities are conducted in a compliant and safe manner, and in accordance with the VCRs.
- d. Oversee mid and long-cast events planning, making sure such events are promulgated to stakeholders as required.
- e. Oversee cross-unit display team and Field Gun bookings by the approved agency(ies) or other third parties.
- f. Take the lead on designated VCC-wide events, liaising with unit personnel and other stakeholders as required (including Summer Camps).
- g. Identify and explore opportunities for continued cadet and CFAV skills development.
- h. Assist with assurance inspections and attend VCC units for formal and informal visits.
- i. Carry out special projects as directed by Comd VCC and DComd VCC.
- j. Be a senior member of the VCC Executive Council.

- k. Approve expenditure and financial payments in accordance with VCRs.
- l. Be the line manager for the TDO, DoE Award Manager, Chief Field Gun Officer and other appointments in the Training Wing of HQVCC.
- m. Be a Trustee for the HQVCC charity.
- n. Attend VCC Officer Appointment Boards.
- o. Other duties within the purview of the appointment.

Secondary Tasks

- 4. XO(T) may fulfil the following Secondary Tasks:
 - a. Conduct instructional training for cadets and CFAVs
 - b. Deputise for DComd VCC when they are on leave.
 - c. Attend meetings on DComd VCC's behalf.

Competencies

- 5. The following competencies are mandatory for this position:
 - a. Enhanced DBS.
 - b. Safeguarding Training.
 - c. Defence Information Management Passport.
 - d. Red Book Test.
 - e. Westminster Training (as required).
 - f. Basic Health and Safety training.