



Volunteer Cadet Corps

Headquarters Volunteer Cadet Corps

Fort Grange Keep
HMS SULTAN
Military Road
GOSPORT
Hampshire
PO12 3BY

023 9254 2198

hq@volunteercadetcorps.org

www.volunteercadetcorps.org

VCC/VHQ/V1

5 Jul 2021

All VCC staff
DG Resource Centre

VACANCY FOR WELFARE & SAFEGUARDING OFFICER

1. The Volunteer Cadet Corps (VCC) is a MOD sponsored Royal Navy cadet organisation based in Royal Navy and Royal Marines establishments and consists of the Royal Naval VCC and Royal Marines VCC.
2. The VCC is now looking for a new Welfare and Safeguarding Officer to work with our HQ team and become our lead in welfare and safeguarding matters. This adult volunteer role is responsible for ensuring staff within our units adhere to our current welfare and safeguarding procedures and the management of our Child Protection Online Management System. (CPOMS).
3. A detailed Terms of Reference (ToR) is attached at the enclosure.
4. HQVCC is based within HMS Sultan, Gosport, Hampshire. However, the successful applicant is able to work remotely and liaise with the Senior Leadership Team on a regular basis. Travel to other VCC units and or HQVCC on an occasional basis may also be required. Reasonable travel expenses will be refunded in accordance with the VCC's travel and expenses policy.
5. This is a uniformed or non-uniformed cadet force adult volunteer role with no remuneration. The ideal candidate may be an existing CFAV, Service Helper, or someone who has left service within the past five years. Additionally, the role would suit someone who has experience in this field and is enthusiastic about safeguarding in the volunteer environment. Transfers from other UKCFs will be considered.
6. Applications for this volunteer role are now invited. Applicants are to send their Cadet Force CV (where appropriate) and a brief covering letter (explaining why they think they are suitable) to DComd VCC at the address above (email applications are preferred). Prospective applicants are also invited to contact the VCC for an informal discussion prior to applying and further information about the VCC is available from our website.

{signed electronically}

WO1 Hearn RN
DComd VCC

Enc.



The aim of the Volunteer Cadet Corps is to provide opportunities for young people to develop into responsible, dependable and useful members of society, employing the traditions and practises of the Naval Service as the basis for their activities. The Volunteer Cadet Corps, formed in 1901 and sponsored by the Ministry of Defence, accepts young people between the ages of 9 and 16 who can then serve until 18 as either a Royal Naval Cadet or a Royal Marines Cadet. The VCC has units in Arbroath, Chivenor, Fareham, Gosport, Lympstone, Plymouth and Portsmouth. All units of the VCC are registered charities and staffed by unpaid volunteers in their spare time.



Volunteer Cadet Corps

Headquarters Volunteer Cadet Corps
Fort Grange Keep
HMS Sultan
Military Road
GOSPORT
Hampshire
PO12 3BY

023 9254 2198
hq@volunteercadetcorps.org
www.volunteercadetcorps.org

VCC/VHQ/V1/01

1 Jan 2021

See Distribution

TERMS OF REFERENCE – WELFARE AND SAFEGUARDING OFFICER

Summary

1. The Welfare and Safeguarding Officer (WSO) is a senior uniformed or non-uniformed CFAV, or Service Helper, within HQVCC. They are responsible for ensuring all appropriate policies, procedures, systems, resources and structures are in place to promote the welfare and safeguarding of VCC personnel.
2. The WSO should have proficient skills in Microsoft Office products and a good knowledge of the Policy and Regulations for MoD Sponsored Cadet Organisations (JSP 814) and VCR's (notably VCR04, VCR07 and VCR09). 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).
3. It is not the responsibility of the WSO to decide whether a child has been abused or not; that is the responsibility of investigative statutory agencies such as Children's Social Work Services or the police. However, keeping children safe is everybody's business and the WSO should work to ensure that all VCC staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

Primary Tasks

4. The WSO shall fulfil the following Primary Tasks:
 - a. Report to the Executive Officer (Support) (XO(S)).
 - b. Keep the SLT up to date with changes and advancements in child protection and safeguarding, especially legislative changes.
 - c. Promote safeguarding and a safe, positive environment and culture across the VCC.
 - d. Be committed to the safeguarding of cadets and staff in VCC, helping the organisation achieve best practice as relevant and helping to ensure the VCC is a safe place for young people.
 - e. Act as the Child Protection Online Management System (CPOMS) champion, carrying out system administration, attending meetings and providing training sessions when required.
 - f. Provide, collate and monitor regular, accurate and timely data and records on safeguarding and child protection incidents and outcomes, ensuring that all documentation forming an audit trail is held securely in accordance with data protection legislation.
 - g. Keep informed of current legislation, statutory and other guidance with regards to safeguarding, child and adult protection, and cascading the information accordingly.

- h. Act as the first point of contact for any safeguarding, child and adult protection concerns, providing timely, relevant support and advice in order to safeguard the cadet.
- i. Make timely external referrals to a range of agency, including Children and Adult Social Care, in order to appropriately safeguard and support the student, or assist units in making such referrals.
- j. Attend external meetings (both within and outside MOD) to represent the VCC and its safeguarding processes.
- k. Establish and maintain a working relationship with relevant statutory and community agencies.
- l. Input into the design of safeguarding systems, policies and procedures.
- m. Attend safeguarding training in order to remain current on welfare and safeguarding matters.
- n. Participate in VCC events to promote and advise on safeguarding.
- o. Support the development and monitoring of cadet awareness of safeguarding, child and adult protection.
- p. Establish and maintain positive and professional relationships with cadets, parents/carers, staff and others, and promote this amongst unit Designated Safeguarding Officers.
- q. Risk assess the safeguarding situation presented to ensure that the student is safeguarded and supported adequately and appropriately.

Secondary Tasks

- 5. The WSO may fulfil the following Secondary Tasks:
 - a. Conduct instructional training (if a uniformed CFAV) for cadets and CFAVs.
 - b. Other duties within the purview of the appointment.

Competencies

- 6. 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 directed by XO(S)).
 - f. Have strong experience in child protection, welfare and safeguarding practises.
 - g. Have good written and oral skills, and able to build effective collaborative networks.