



## Volunteer Cadet Corps

### Headquarters Volunteer Cadet Corps

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[www.volunteercadetcorps.org](http://www.volunteercadetcorps.org)

VCC/VHQ/V1

10 Jul 2022

All VCC staff  
DG Resource Centre

### **VACANCY FOR COMMANDING OFFICER (PORTSMOUTH DIVISION RMVCC)**

1. The Volunteer Cadet Corps (VCC) is a MOD sponsored Royal Navy cadet organisation based in RN and Royal Marines establishments and consists of the Royal Naval VCC and Royal Marines VCC.
2. The VCC is now looking for a new Commanding Officer (CO) for Portsmouth Division RMVCC. This adult volunteer role is responsible for ensuring all activities are conducted in a safe manner and in accordance with extant legislation, regulations, policies and procedures. The CO must be committed and able to lead and motivate their team for the safety and safeguarding of all their unit personnel whilst upholding the standards and ethos of the VCC.
3. A detailed Terms of Reference (ToR) is attached at the enclosure.
4. Portsmouth RMVCC is based within HMS Excellent, so ideally the successful applicant either lives in this area or is able and willing to travel on a bi-weekly basis. Additionally, some activities take place during weekends where the CO would be expected to attend. Travel to other VCC units and/or HQVCC on an occasional basis will also be required. Reasonable travel expenses will be refunded in accordance with the VCC's travel and expenses policy.
5. This is a uniformed cadet force adult volunteer role with no remuneration, and the ideal candidate may be an existing CFAV or Service Helper in the rank of CSgt/CPO and above, or former regular/reserve personnel who has left service within the past five years. The rank for the successful applicant will be discussed upon appointment. 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}

A Hearn  
Lt RN  
DComd VCC

Enc.



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VCC/VHQ/V1/01

15 Feb 2021

See Distribution

### TERMS OF REFERENCE – COMMANDING OFFICER

#### Summary

1. The Commanding Officer (CO) is a senior uniformed CFAV or Service Helper appointment reporting to Comd VCC but also taking direction from DComd VCC and the VCC senior leadership team (SLT). They provide overall strategic leadership in their unit and acts as a link between their unit, the Parent Establishment and the wider Service community. They must maintain an enthusiastic and passionate interest in all the activities and standards of their unit, ensuring all activities are conducted in a safe manner and in accordance with extant legislation, regulations, policies and procedures. The CO is responsible for the safety and safeguarding of all their unit personnel.

2. The CO is a member of the VCC Executive Council and shall attend EXCO Meetings with other VCC units to help steer the ongoing strategic direction of the VCC. The CO is also the Chair of Trustees of their unit's charity, and is responsible for Charity Commission (or equivalent) compliance. They are to liaise with other local cadet/youth organisations as required, and work to promote the good reputation of the VCC.

#### Primary Tasks

3. The CO shall fulfil the following Primary Tasks:

- a. Command their VCC unit and be accountable for its legal, compliant and effective governance.
- b. Be fully responsible for the safety, safeguarding and welfare of staff and cadets.
- c. Chair the unit's Management Board, ensuring that sufficient records of those meetings are made and kept on file.
- d. Appoint and manage unit staff (keeping Comd VCC informed of intended senior appointments in their unit).
- e. Identify and acquire resources from MOD and VCC sources.
- f. Conduct investigations into serious disciplinary breaches.
- g. Be responsible for discipline within their unit (cadets and CFAVs).
- h. Execute CY and Comd VCC training directives and set their own training directives.

- i. Make sure that all unit staff are in date for their mandatory training, addressing deficiencies promptly and fully.
- j. Ensure adherence to the VCC Regulations and appropriate legislation, policies/procedures.
- k. Ensure that approvals for purchasing and payments are in accordance with the VCRs and that the unit finances are kept in good order.
- l. Make sure that an annual financial report is generated using a reputable qualified financial accountant auditor, and that this report is sent to HQVCC and lodged with the Charities Commission.
- m. Ensure that personnel records are kept up to date on Westminster (making sure that all personal data is kept secure in accordance with data protection legislation).
- n. Recommend cadets and CFAVs for awards and commendations.
- o. Be a unit charity Trustee (as the chair) and chair Trustee meetings (making sure appropriate meeting records are kept) and maintain charity details on the Charity Commission portal.
- p. To promote and deliver DofE, CVQO, BTEC and St Johns FA training and qualifications to eligible cadets within their unit.

### **Secondary Tasks**

- 4. The CO may fulfil the following Secondary Tasks:
  - a. Attend parades as required, either as Inspecting Officer or hosting an Inspecting Officer.
  - b. Conduct instructional training.
  - c. Other duties within the purview of the appointment.

### **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).