



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

13 Apr 2023

All VCC staff
DG Resource Centre

VACANCY FOR REGIONAL OFFICER (WEST)

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 Regional Officer (West) (RO(W)) to join its headquarters and represent the SLT across the VCC units located in their region and act as a bi-lateral conduit between HQVCC and those units in the West. As well helping to champion the work of the VCC, RO provides oversight for their regional units and is a source of expertise and guidance for those units' COs. The RO shall seek and maintain relationships with key external stakeholders, and assist with obtaining additional support to help the units flourish.
3. A detailed Terms of Reference (ToR) is attached at the enclosure.
4. HQVCC is based in the Devon area so ideally the successful applicant either lives in this area or is able and willing to travel on a relatively frequent basis, although many activities will take place in the virtual environment. Travel to other VCC units 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, or former regular/reserve personnel who has left service within the past five years. Transfers from other UKCFs and non-commissioned CFAVs will be considered.
6. Applications for this volunteer role are now invited. Applicants are to send their CV 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.

A Hearn
Lt 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

TERMS OF REFERENCE – REGIONAL OFFICER (WEST)

Summary

1. The Regional Officer (RO) is a senior uniformed CFAV in HQVCC and reports to DComd VCC. They represent the SLT across the VCC units located in their region and act as a bi-lateral conduit between HQVCC and those units. As well helping to champion the work of the VCC, RO provides oversight for their regional units and is a source of expertise and guidance for those units' COs. The RO shall seek and maintain relationships with key external stakeholders, and assist with obtaining additional support to help the units flourish.
2. The RO shall attend EXCO Meetings and liaise with other cadet and youth organisations as required. 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. The RO shall fulfil the following Primary Tasks:
 - a. Report to DComd VCC.
 - b. Act as the principal representative in their region for Comd VCC and DComd VCC, attending events as required on their behalf.
 - c. Provide strategic governance and assurance oversight across their region, helping unit COs to remain compliant with MOD and VCC regulations.
 - d. Offer management and leadership support to unit COs in their region, and acting as a temporary CO should an incumbent in their region not be able to fulfil their obligations.
 - e. Provide assistance with accessing MOD systems and processes, and (where requested) help when liaising with Parent Establishments.
 - f. Cultivate effective relationships with key regional external stakeholders (eg: SERFCA, other UKCFs) and MOD establishments to help increase awareness of the VCC.
 - g. Work with relevant VCC personnel to seek opportunities for new VCC units in their region and assist with the standing up of those units.
 - h. Assist with cadet and CFAV recruitment.

Secondary Tasks

4. The RO may fulfil the following Secondary Tasks:
 - a. Attend meetings to represent Comd VCC.
 - b. Provide mentorship for the officers of the VCC in their units.

- c. Conduct training and assist with activities if requested.
- d. Assist with regional fund-raising activities on behalf of their VCC units.
- e. Other duties within the purview of the appointment.

Competencies

- 5. The following competencies are required for this position:
 - a. Enhanced DBS.
 - b. Safeguarding Training.
 - c. Defence Information Management Passport.
 - d. Red Book Test.
 - e. Westminster Training (as directed by HQVCC).
 - f. Have strong experience in inclusive leadership and management.
 - g. Have good written and oral skills, and able to build effective collaborative networks.