



## Volunteer Cadet Corps

### Headquarters Volunteer Cadet Corps

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

VCC/VHQ/V1

24 Apr 2023

All VCC staff  
DG Resource Centre

### VACANCY FOR STAFF OFFICER

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 Staff Officer (SO) to join its headquarters responsible for supporting the Senior Leadership Team with a number of activities including overseeing unit assurance programme, dealing with HR matters, carrying out project work, arranging Executive Council and Trustee meetings, dealing with and responding to comments and complaints, and coordinating our First Sea Lord Cadets activities.
3. A detailed Terms of Reference (ToR) is attached at the enclosure.
4. HQVCC is based in the Hampshire 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.



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VCC/VHQ/V1/01

1 Jan 2021

See Distribution

### TERMS OF REFERENCE – STAFF OFFICER

#### Summary

1. The Staff Officer (SO) is a senior uniformed or, exceptionally, a non-uniformed CFAV or Service Helper and is an important administrative appointment within HQVCC. They are responsible for carrying out a variety of administration and staff functions and are maintain and produce accurate records and data, particularly with reference to awards and mandatory training. The SO also provides key organisational support to Comd VCC and DComd VCC, and runs the HQVCC office(s).
2. The SO should be proficient in Microsoft Office products and a have good knowledge of Defence Writing (JSP 101), VCR03 Training and Activities, VCR04 Safety and Environment and VCR06 Branding and Identity. 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 Staff Officer shall fulfil the following Primary Tasks:
  - a. Report to Executive Officer(Support).
  - b. Be the principal Westminster user manager in the VCC, assisting VCC units with their use of Westminster and providing training and support as required.
  - c. Management of certification and ensure details are registered on relevant databases.
  - d. Scope and deliver special projects as directed by the Senior Leadership Team.
  - e. Collate periodic Unit Reports from each unit and distribute to the VCC Senior Leadership Team, chasing units to submit reports as required.
  - f. Implement and manage an administrative filing system for HQVCC (including personnel files and electronic filing systems), ensuring that all documents are secure and conform to the Data Protection Act 1998 (or as revised). This includes use of Defence Connect (or other application as directed from time to time) as the *de facto* VCC intranet.
  - g. Oversee human resources within the organisation and take ownership of complaint resolution documentation with direction from Comd VCC and DComd VCC.
  - h. Process all documentation in relation to VCC Central Stores, liaising with the Senior Finance Officer for invoicing and the Senior Logistics Officer for receipt and asset management.
  - i. Produce monthly management information reports (eg: cadet and CFAV attendance, DBS expiry dates, CFAV mandatory training, etc).

- j. Oversee units' administration (including the effective use of Westminster) and ensure that records of service are being produced.
- k. Compile lists of CFAVs due awards and medals for Comd VCC approval.
- l. Oversee the arrangements for effective insurance across the VCC.
- m. Manage the activities of the HQVCC charity ensuring compliance with Charity Commission requirements, and monitor and advise VCC units on their charitable activities and compliance.
- n. Seek partnerships to work in close consultation with external agencies (such as NAAFI and RFCA) to provide community engagement.
- o. Be the line manager for the SAO in HQVCC.
- p. Assist with onboarding and induction of new CFAVs in HQVCC.
- q. Fulfil other VCC roles when gapped as directed by Comd VCC and DComd VCC.

### **Secondary Tasks**

- 4. The Staff Officer may fulfil the following Secondary Tasks:
  - a. Conduct instructional training (if a uniformed CFAV) for cadets and CFAVs.
  - b. Liaise with DComd VCC and Comms Offr to keep updated with publicity literature for third party agencies and public use, and assist with marketing, publicity, and IT management.
  - c. Assist with unit ATOR visits.
  - d. 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).