



NW RFCA

THE NORTH WEST OF ENGLAND & THE ISLE OF MAN
RESERVE FORCES' & CADETS' ASSOCIATION

Flight Lieutenant M S M Puller
School Cadet Expansion Officer

Alexandra Court
28 Alexandra Drive
Liverpool L17 8YE

Tel (Civ): 0151 728 2044

Tel (Mil): 94552 8127

Mob: 07975 516 907

Email: nw-sceo@rfca.mod.uk

NW A/331

26 Sep 14

See Distribution

Vacancy Notice – CCF (RAF) School Staff Instructor, King's Leadership Academy

1. A vacancy will arise in November 2014 for a CCF (RAF) School Staff Instructor at King's Leadership Academy, Seymour Drive, Warrington WA1 3TT.
2. With effect from November 2014, King's Leadership Academy will be opening a Combined Cadet Force (Royal Air Force) Contingent, catering for students in Years 8 & 9, with planned growth to provide for students in Years 8-13. The school is set to move to bespoke accommodation in September 2015, and the establishment of the CCF (RAF) Contingent is fully supported by the school's Senior Leadership Team and Academy Sponsor.
3. The CCF School Staff Instructor plays an integral part in the military training of cadets. This includes whole-day and weekend exercises, as well as annual camps. The role of CCF SSI is typically undertaken by an ex-Senior NCO of the Regular or Reserve Armed Forces, though applications are encouraged from others who have a working knowledge of the MOD-sponsored Cadet Forces, or direct experience as a uniformed Cadet Force Adult Volunteer (Senior NCO or Commissioned Officer).
4. The appointment calls for:
 - a. The ability to command and inspire young people
 - b. Experience of successful leadership and management of a team
 - c. Strong administrative skills
 - d. Excellent written and oral communication and ICT skills
 - e. Ability to work independently, under pressure and deliver to deadlines
 - f. Excellent presentation and inter-personal skills
 - g. An empathy and passion to support both staff and young people
 - h. An innovative and proactive approach to work
 - i. Personal attributes such as loyalty, honesty, integrity, ingenuity, diplomacy and a willingness to become fully involved with the wider life of the school
 - j. A full UK Driving Licence.
5. The ideal candidate is likely to have some experience working with cadets or young people, already holding, or willing to gain, qualifications to aid CCF training – including First Aid, Outward Bound (afloat and/or walking) leadership, and Duke of Edinburgh's Award management qualifications.
6. The appointment of CCF School Staff Instructor is made by the Headteacher, on the recommendation of the Contingent Commander, and is subject to approval by 42 Inf Bde and HQ Air Cadets. The CCF SSI can claim for up to 51 days per annum at a daily rate of £67.81 (FY14/15) for full days worked – up to £3,458.31. Paid Training Days are

Royal
Naval
Reserve

Royal
Marines
Reserve

Army
Reserve

Royal
Auxiliary
Air Force

Sea
Cadet
Corps

Army
Cadet
Force

Air
Training
Corps

Combined
Cadet
Force

paid direct to the individual from the Ministry of Defence. Other expenses may be payable, subject to MOD regulations. Typically, the CCF SSI will spend one day per week undertaking CCF duties (0.2, term time only), including the parade afternoon, for which one PTD may be claimed per week. The CCF SSI will also be expected to support Field Days and Camps, as well as attending training where necessary, for which PTDs may be claimed up to a total allocation of 51 days per annum.

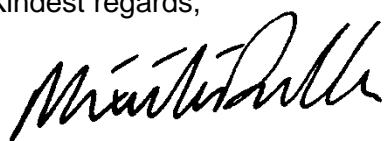
7. Applicants should note that, if not already a Cadet Force Adult Volunteer, there will be a requirement for appointment in the CCF (RAF) as a Senior Non-Commissioned Officer to undertake the duties of CCF SSI. The incumbent will be expected to wear uniform, when on duty. Whilst paid at the rank of WO2, if already a Cadet Force Adult Volunteer, the incumbent will wear the rank they hold (commissioned or non-commissioned).
8. Whilst the advertised post is 0.2, term time only, King's Leadership Academy is open to considering other areas of potential employment (e.g. administration, leadership & training development, facilities management, teaching support, school-based teacher training) on a part-/full-time basis, for the right candidate. Applicants are, therefore, strongly encouraged to highlight relevant qualifications, experience and interests in their applications.
9. Confirmation of appointment is conditional on the receipt of two satisfactory references, security clearance and Disclosure Barring Service Enhanced Disclosure.
10. Applications should be made by Covering Letter (no more than two sides of A4) and Curriculum Vitae, to be sent to:

School Cadet Expansion Officer
NW RFCA
28 Alexandra Drive
Liverpool L17 8YE
Tel: 0151 728 2044
Email: nw-sceo@rfca.mod.uk

The deadline for receipt of applications is 0900hrs on Fri 10 Oct 14. Interviews will be held in the subsequent weeks at King's Leadership Academy.

11. Any queries should be directed to the undersigned.

Kindest regards,



Distribution:
Internal:
All Association Staff
NW RFCA Distribution Lists 3, 6, 10

External:
HQs NW Area SCC (1)
ACF Counties (6)
ATC Wings (4)
HQ 42 (NW) Bde for SO2 Cadets, OC CTT
www.ctp.org.uk