

The Hawthorne's School CCF Royal Marines School Staff Instructor Post

The Hawthorne's is recruiting for a School Staff Instructor to support the newly established Combined Cadet Force (Royal Marines) unit. The successful applicant will have a good working knowledge of the administration required to run a CCF unit and be well versed in delivering the Royal Marines syllabus.

Main purpose of post

To provide training and advice for Cadet Forces Adult Volunteers (CFAVs) and cadets, to provide administrative support for all aspects of the Contingent, to be fully aware and up to date on matters relating to the MoD and Cadet Forces

Duties and responsibilities

- To support the training of cadets and CCF staff.
- To support the Officer Commanding in the delivery of the CCF.
- Act as a quartermaster for the CCF organising the supply, accounting, maintenance and issue of all CCF property, uniform, clothing and equipment.
- Ensure all CCF staff are correctly remunerated in accordance with the Volunteer Allowance to which they are entitled.
- Complete all returns and administration as required by Headquarters (North West) and Royal Navy/Royal Marine staff as appropriate.
- Maintain records of staff and cadet qualifications and ensure adequate training is provided to keep currency.
- Instruct or provide advice on specialist cadet or military skills where they lack within the current skill set of CFAVs or cadets.
- Provide transport to activities where required.
- Attend meetings and briefings which will assist in the training of cadets or development of contingent.
- Provide effective administration support for personnel and contingent.
- Ensure all equipment is sourced for parade afternoon and ensure smooth running of training.
- Provide support to out of term activities for cadets.
- Ensure term time activities have relevant permissions from school.
- Carry out any other duties as required by the Officer Commanding relating to the delivery of the CCF.

Terms and Conditions

The successful applicant will be employed for one day per week, term time, and will be able to claim up to 51 days remuneration from the Ministry of Defence at the current rate of £69.86 per day.

The hours of work are Thursday 08:30 - 15:30.

Applications

Applications should be made to Mr J Hudson, via email j.hudson@kingswarrington.com, and include a covering letter and CV. The closing date is Friday 2 June.