

## Army Cadet Force Association Job Description

<b>Job Title:</b>	CCAT Facilities and Logistics Co-ordinator	<b>Position Type:</b>	Permanent Contract (Full Time)
<b>Department:</b>	Cadet Centre for Adventurous Training	<b>Level/Salary Range:</b>	Band B1 £24,867.50 p.a.
<b>Responsible for:</b>	The provision of facilities and support services	<b>Travel Required:</b>	Yes (UK and overseas)
<b>Reporting to:</b>	Officer Commanding CCAT	<b>Closing Date:</b>	
<b>Location:</b>	Capel Curig Training Camp, Betws-y-Coed, Conwy, LL24 0DS		

### Purpose of the Post:

The Cadet Centre for Adventurous Training (CCAT) is the national centre of excellence for the delivery of Adventurous Training in Army Cadet Force (ACF) and Combined Cadet Force (CCF). It is based in Capel Curig Training Camp in North Wales with a satellite centre located at Halton Training Camp, Lancaster.

This post will be accountable for the delivery of an efficient and effective facilities and support service working collaboratively across a range of both military and civilian agencies in order to ensure safe, sustainable and high quality delivery of training.

### Principal Responsibilities:

The CCAT Facilities and Logistics Co-ordinator is responsible for planning, sourcing and ensuring the availability of the equipment and resources needed to deliver courses and other activities at CCAT. In particular they are to:

- Manage and maintain the CCAT infrastructure at both locations in collaboration with Defence Infrastructure Organisation (DIO), Landmarc, and other contractors.
- In consultation with OC CCAT develop and deliver a strategic equipment plan in line with training needs and budget constraints.
- Be responsible to the OC CCAT for all CCAT equipment at Capel Curig and Halton training camps ensuring that it is correctly maintained and accounted for with high quality stock control utilising relevant the military systems (WM-G4 and MJDI).
- Purchase new and replacement equipment, manage the procurement process and the CCAT Electronic Procurement Card budget (EPC) in line with current Army policy, HQRC-Cadets Branch letter of delegation and budget.
- Be responsible for the inspection, maintenance, PPE record keeping and disposal of CCAT equipment in accordance with current policies.
- Be responsible for the issue and receipt of all equipment to both students and instructors at the start and finish of all CCAT courses delivered at Capel Curig. This will necessitate weekend working when appropriate
- Manage the CCAT Whole Fleet (white fleet and contractual hire) vehicles in accordance with MOD policy in conjunction with the fleet provider ensuring compliance with UK and European vehicle legislation. This includes management of a fleet of trailers ensuring maintenance, repair, record keeping and operation in



accordance with road transport legislation. Ensure CCAT driver compliance with MOD and DVLA requirements.

- Manage and monitor the issue, receipt and accounting for UK and European fuel cards.
- Organise the movement of equipment and personnel by land, sea or air as required by CCAT to enable the delivery of training across the UK and overseas in accordance with MOD policy
- Procurement of all office supplies, stationery and IT through the MOD contract within budget for both training camps.
- Liaise with CTC Frimley Park G4 stores department for general stores items.
- Provide support to OC CCAT as required to ensure the effective and efficient delivery of CCAT's operations.
- As required be responsible for other delegated budgets and planning/overseeing small/medium projects.
- Any other task as required.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<p>Working knowledge and experience of a range of adventurous training equipment – to include paddle sport, climbing, mountaineering, mountain biking, skiing.</p> <p>Experience of managing resources on a digital management system.</p> <p>Good general education inc Maths and English GCSE or equivalent</p> <p>D1+E driving licence</p>	<p>Should ideally be a serving member of the Cadet Forces and have logistics experience</p> <p>An understanding and experience of working on MJDI</p> <p>An understanding and experience of working on WESTMINSTER</p>	Application form, interview, certificates
Experience and knowledge	<p>Budget and procurement experience</p> <p>Understand the Values and Standards of the Army Cadet Force, and how the Army Cadet Force functions</p>	<p>Facilities management</p> <p>Understanding of the Armed Forces structure</p>	Application form, interview, certificates
Skills and ability	<p>Demonstrable success in establishing effective working relationship across a range of organisations at all levels</p> <p>Budget management skills</p> <p>Effective interpersonal skills, in particular influencing skills</p>	<p>Be able to be flexible and adjust to the needs of the business.</p> <p>Be able to deal with complex and difficult issues.</p> <p>Understanding of</p>	Application form, interview, certificates



	Ability to work on own initiative within an agreed framework of objectives  Enthusiasm, flexibility and creativity	strategic planning.	
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