

Job Description

Job Title:	SO2 Army Cadets Projects Officer	Position Type:	12 month fixed term
Department:	Regional Command Cadets Branch	Level/Salary:	B2 £31,059.00
Responsible for:	Project work on behalf of COS Army Cadets		
Reporting to:	COS Army Cadets	Travel Required:	Occasional
Location:	Work from Home Cadets Branch, HQ Regional Command, Montgomery House, Queen's Avenue, Aldershot, Hampshire GU11 2JN		

Purpose of the Post

The Army Cadet Force Association (ACFA) is responsible to the Army's Headquarters Regional Command for providing additional capacity to deliver key activity and this role is integral to the delivery of that aim. You will be responsible for working to Chief of Staff Army Cadets in delivering on key project work that will better support and enable the Cadet Experience.

You will work from home, with occasional travel to Aldershot, liaising across the Branch.

Principal Responsibilities

- Review, Refine and Write the new ACF Regulations.
- With SO2 Trg Pol and CTC review, refine and develop a new adult training pathway.
- Lead on other staff work and projects as advised by COS Army Cadets.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Good general education including GCSE English A-C ▪ IT literate; experienced user of Microsoft office ▪ Evidence of continuing personal and professional development 	<ul style="list-style-type: none"> ▪ Military staff training 	Application form, interview, certificates



<p>Experience and knowledge</p>	<ul style="list-style-type: none"> ▪ Experience of a working in a training environment ▪ Accustomed to working under pressure for a demanding team ▪ Experience of working with partners and stakeholders, internally and externally 	<ul style="list-style-type: none"> ▪ An understanding of policy relating to young people ▪ Experience of writing policy for a large corporate organisation ▪ Military experience in the Regular or Reserve Army; or Army Cadets. ▪ An understanding of the Values and Standards of the Army Cadet Force ▪ An understanding of Army Cadets policy and training 	<p>Application form, interview, references</p>
<p>Skills and ability</p>	<ul style="list-style-type: none"> ▪ Demonstrable success in establishing effective working relationship across a range of organisations at all levels ▪ Excellent written and verbal communication skills. ▪ Effective interpersonal skills, in particular influencing skills ▪ Ability to work on own initiative ▪ Enthusiasm, flexibility and innovation ▪ Personal credibility and confidence 	<ul style="list-style-type: none"> ▪ Information gathering and analysis skills 	<p>Application form, interview, references</p>

