



# Support Officer

40 hours per week. Permanent contract

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<b>Department:</b>	Cadet Centre for Adventurous Training (CCAT)	<b>Level:</b>	Band A3
<b>Reporting to:</b>	Centre Manager	<b>Location:</b>	Halton Training Camp, Lancaster, LL24 0DS.

## Job Description

### Purpose of the Post

The Cadet Centre for Adventurous Training (CCAT) is the Army Cadets' national Adventurous Training (AT) centre of excellence. CCAT has two main delivery centres, Capel Curig Training Camp in North Wales which includes the Headquarters, and Halton Training Camp in Lancaster. It delivers an annual programme of Mountaineering, Paddlesport, Mountain Biking, Caving and Snowsport National Governing Body (NGB) accredited pathways leading to coach, instructor and leader qualifications for Army Cadets aged 15 plus and their adult volunteers.

CCAT also delivers a broad range of national Army Cadet overseas expeditions and a programme of concentrations from their partner centres across the UK and Europe.

You will support the Centre Manager ensuring that all of the administrative and logistical requirements are in place to enable safe effective and enjoyable Adventurous Training courses and expeditions in accordance with current legislation, Army Cadet policies and NGB guidelines.

From time to time you will be required to travel supporting the delivery of UK and overseas AT concentrations and expeditions. You will also be required to work agreed flexible hours including evenings, Bank Holidays and weekends to facilitate training.

### Support Officer Job Description – July 2024

Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org](http://acctuk.org)

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

## Principal Responsibilities

Working to the Centre Manager, you will be the key member of staff responsible for the administration of this AT Centre to deliver an exceptional training experience. You will be responsible for:

- Some training delivery and driving duties.
- Deputising for the Centre Manager as required.
- Liaising with the Defence Infrastructure Organisation, their partners and the whole CCAT team to ensure suitable facilities are in place.
- Day to day management and administration of the centre stores including conduct of ATCE / PPE inspections and stocktakes.
- General course administration to facilitate training.
- Use of social media to promote AT and advertise CCAT courses and expeditions.
- Management, maintenance and servicing of permanent fleet vehicles and trailers.
- Collection, inspection, handover and administration of hire and fleet vehicles.
- Provide a focal point for student arrivals and departures.
- Issue and receipt of equipment:
  - at the start and end of courses.
  - to and from suppliers for maintenance and servicing.
  - to and from visiting units.
- Assist with the welfare and safeguarding of young people and volunteers.
- Assist with the response to, and reporting of, emergencies, incidents and accidents.
- Undertake training, gain qualifications, and conduct CPD pertinent to the role in support of the business need.
- Undertake regular cleaning and maintenance of training equipment, resources and facilities.
- Undertake other reasonable tasks as requested and agreed with their line manager.

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<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Methods of assessment</b>
Qualifications and Training.	<ul style="list-style-type: none"> <li>▪ UK cat. B driving licence.</li> <li>▪ Evidence of continuing personal and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ RoSPA approved AT PPE training - Competent Person.</li> <li>▪ Driving licence (Cat D1+E)</li> <li>▪ First Aid at Work.</li> </ul>	Application, certificates.
Experience and knowledge.	<ul style="list-style-type: none"> <li>▪ Experience supporting outdoor activities to young people and volunteers in a residential setting.</li> <li>▪ A thorough understanding of inspection, storage and maintenance of AT equipment.</li> <li>▪ Experience of managing resources on a digital management system.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Facilities maintenance.</li> <li>▪ Logistics experience.</li> <li>▪ An understanding and experience of working on the Cadet MIS. Office 365, MODNET and/or the Army's facility booking service (BAMS).</li> </ul>	Application, interview.
Skills and ability.	<ul style="list-style-type: none"> <li>▪ Ability to work with others as part of a team.</li> <li>▪ Ability to work on own initiative to meet objectives within an agreed framework.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information gathering and analysis skills.</li> </ul>	Application, interview, references.

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