

Centre Support Officer

40 hours per week. Permanent contract

Department:	Cadet Centre for Adventurous Training (CCAT)	Level:	Support-3
Reporting to:	Centre Manager	Location:	Halton Training Camp, Lancaster, LA2 6LW.

Job Description

Purpose of the Post

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

CCAT also delivers a broad range of national Army Cadet overseas expeditions and concentrations from their partner centres in Scotland, southern England, Bavaria and Norway.

The post holder will support the Centre Manager ensuring that all 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 awarding bodies' guidelines.

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

Principal Responsibilities

Working to the Centre Manager, you will be the key member of staff responsible for the administration of the Centre. You will enable the delivery of a student focus exceptional learning and development experience. You will:

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- Support the Centre Manager with the day-to-day facilitation of training by working alongside the Defence Infrastructure Organisation, their partners and the HQ CCAT team to ensure suitable facilities are in place to deliver an exceptional training experience.
- Provide a focal point for all CCAT Halton enquiries.
- Undertake course administration to include course loading, joining instructions, accommodation, feeding, transport, training facilities and post course reporting.
- Manage, keep up to date and develop CCATs social media presence.
- Administer vehicles (our own fleet and hired in).
- Undertake the administration of accommodation and other site facilities.
- Provide a focal point for student arrivals and departures.
- Undertake general duties, including driving, as directed by the Centre Manager.
- Issue and receipt of equipment.
- Undertake scheduled cleaning and maintenance of training facilities, equipment and resources.
- Assist with outdoor clothing and equipment, PPE inspections and stocktakes.
- 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.
- Deputise for the Centre Manager as required.
- Undertake other reasonable tasks as requested and agreed with their line manager.

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Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training.	<ul style="list-style-type: none"> ▪ UK driving licence (Cat B). ▪ Trained in the use of MS365 applications. ▪ Evidence of continuing personal and professional development. 	<ul style="list-style-type: none"> ▪ Driving licence (Cat D + E) ▪ RoSPA approved AT PPE training - Competent Person. ▪ First Aid at Work. 	Application form, interview, certificates.
Experience and knowledge.	<ul style="list-style-type: none"> ▪ Experienced in the organisation of residential activities for young people and adult volunteers. ▪ Exceptional administration and digital information management skills. 	<ul style="list-style-type: none"> ▪ Experienced in the use of Army Cadet IM system, BAMS and MODNET. ▪ Facilities maintenance. ▪ Logistics experience. 	Application form, interview, references.
Skills and ability.	<ul style="list-style-type: none"> ▪ Ability to work as part of a small team. ▪ A strong ability to clearly communicate remotely and in person using written, digital and verbal means. 	<ul style="list-style-type: none"> ▪ Understanding of outdoor equipment maintenance. 	Application form, interview, references.

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