

Training Policy Manager

40 hours per week. Permanent contract

Department: Cadet Activity & Wellbeing **Level:** Band L1

Reporting to: Head of Cadet Activity & Wellbeing **Location:** Aldershot

Job Description

Purpose of the Post

You will be responsible for the review, development and implementation of strategic training policy across the Army Cadets, ensuring it is aligned with legislation and Ministry of Defence (MOD) policy.

You will work in the Army Cadets headquarters. This headquarters is responsible for all policy covering the Army Cadet Force and Combined Cadet Force (Army). This includes the training and activities undertaken by young people and by the volunteers and employees that support and deliver the Army Cadet experience.

Principal Responsibilities

Develop and Maintain Policy

- Support the development and maintenance of training safety policy.
- Support the development and maintenance of training governance policy.
- Support the development and maintenance of training assurance policy.

Engagement Across Army Cadets

- Ensure the consistent delivery of training policy across the Army Cadets; ensuring that policy is released efficiently, policy change is managed and communicated effectively within the organisation.
- Providing policy advice and guidance to those responsible for delivering courses.
- Liaise and forge positive relationships with internal and external stakeholders.

Training Policy Manager Job Description – 19 November 2025

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General

- The potential to manage a small team
- Managing the vocational qualifications (VQs) on behalf of the Army Cadets, including engagement with providers and supporting the development of contracts and budgets.
- Answer questions on matters of training policy.
- Any other commensurate task as directed by line manager.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	▪ Qualifications in risk management or safety.	▪ Professional qualification in training.	Application form, interview, certificates
Experience and knowledge	▪ Experience in delivering training. ▪ Experience writing policy at strategic level.	▪ Understanding of vocational qualifications. ▪ An understanding of policy relating to young people. ▪ Experience of writing policy for a large corporate organisation. ▪ An understanding of the Values and Standards of the Army Cadets. ▪ Management of a small team.	Application form, interview, references
Skills and ability	▪ Excellent written and verbal communication skills.	▪ Success in establishing effective working relationships. ▪ Information gathering and analysis skills.	Application form, Covering letter, interview, references

Training Policy Officer Job Description – 19 November 2025

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