



First Aid Manager

Six-month fixed term (maternity cover) contract (40 hours per week)

Department:	Cadet Activity	Level:	Band B2
Reporting to:	Head of Activity & Wellbeing	Location:	Office based in home region

Job Description

Purpose of the Post

- Assure that First Aid training throughout the Army Cadets is delivered in accordance with appropriate national governing bodies, and that the appropriate qualifications are recorded on the Cadet MIS.
- Provide support and expert guidance to those delivering First Aid training to maximise the opportunity and availability of courses for volunteers.
- Act as an Internal Quality Assessor (IQA) for the Army Cadet First Aid Centre focusing on the quality assurance of Emergency First Aid at Work, First Aid at Work, First Responder, Teaching qualifications on Scene and Mental Health Qualifications
- Own the Army Cadet Basic – 2 Star first aid syllabus and are responsible to SO1 Training Plans for ensuring the syllabus remains fit for purpose and in line with the training recommended by appropriate national governing bodies
- Promote Army Cadets first aid provision both internally and externally.

Principal Responsibilities

- Ensure that safe first aid activity is delivered throughout the Army Cadets in accordance with appropriate Army Cadet policy and national governing body requirements.
- Support the first aid training syllabus review for the Army Cadets.
- Provide support and guidance to those conducting first aid activity to maximise the opportunity for cadets and volunteers.

First Aid Manager – 1 October 2023

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

In particular you will exercise the following responsibilities:

Governance

Responsible for the governance of first aid across the Army Cadets. Responsible for all Army Cadet first aid training policies, manuals and instructions, and for ensuring they are up to date with current processes and in line with voluntary aid societies, MOD and Army Cadet policy and direction. Responsible for ensuring that first aid qualifications are delivered in accordance with the requirements of the awarding body. Support the lead volunteer to run a panel of national, regional and specialist First Aid Advisers throughout the UK to ensure the efficient operation of first aid training.

Training & Activity

Responsible for all first aid aspects of the Army Cadet Syllabus. Responsible for delivering, enabling, supporting and recording the training of volunteers to deliver the first aid syllabus. Responsible as the Activity Owner for organising, administering and delivering national level first aid training and competitions across the UK annually as required by HQ Army Cadets.

Develop course training and materials, ensuring adequate resources and trainers are made available for these courses and carrying out internal quality assurance of all national training.

Develop new course formats and developing eLearning and videos as appropriate.

Assist with the delivery of the National conferences relating to First Aid, Medical and Healthy Minds

Provide the secretariat for all national level medical/first aid conferences and working groups.

Provide the administration, organisation and support for first aid courses, conferences, competitions and events, including management of each activity on the cadet management information system (Westminster).

Assurance

Conduct due diligence in managing First Aid course applications, delivery and certification and recording. Ensuring that courses and trainers meet the requirements of HSE, or other appropriate authorities as would be expected by a First Aid awarding body.

First Aid Manager – 30 March 2026

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Ensure that all First Aid qualifications are maintained on the cadet management information system.

Ensure the quality assurance of First Aid courses as part of the requirements of the regulated training centre.

Finance and accounting of equipment

Be responsible for the day-to-day management of the Army Cadets first aid budget. Support the Army Cadets to monitor the use of any public money. Ensure an appropriate spread of funding across Army Cadet first aid activities and deliver the best value for money across all workstreams. Identify, apply for, and manage any first aid grants from external sources.

Take responsibility for the accounting of all kit and equipment related to first aid. Ensure appropriate policies are in place for the procurement and management of equipment. Ensure that all record keeping, maintenance and cleaning is undertaken in accordance with policy.

Subject Matter Expert Knowledge

As the lead on first aid provision in the Army Cadets, support the Army Cadets in all first aid related matters. Represent HQ Army Cadets as required on internal and external working groups, meetings and conferences. Provide subject matter expert input to Army Cadets courses and training as required. Liaise with other youth organisations (including the Air Cadet Organisation and Sea Cadet Corps) on best practice in first aid delivery.

General

Be prepared to provide support to HQ Army Cadets as and where required, as requested by SO1 Training Plans.

Any other commensurate duty as directed by your line manager.

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Key Competencies

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> • Good general education • A minimum of a Level 3 Award in Education and Training or equivalent. • A Level 3 Certificate in Assessing Vocational qualifications or equivalent. • A minimum of Level 4 in Internal Quality Assurance or equivalent. • A minimum of a Level 3 Award in First Aid at Work • Westminster IT system trained (although training will be given) 	<ul style="list-style-type: none"> • A minimum of level 4 Certificate in Education and Training or equivalent. • 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> • Experienced and skilled administrator and planner working in a remote environment • Experience delivering youth activities • Experience delivering accurate and succinct staff work in a timely manner • Accustomed to working under pressure for a demanding team • Experience of working with partners and stakeholders, internally and externally • Knowledge of working with regulated awarding bodies and their information systems. 	<ul style="list-style-type: none"> • An understanding of the cadet forces 	Application form, interview, references
Skills and ability	<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 • Budget management skills • Enthusiasm, flexibility and innovation • Personal credibility and confidence 	<ul style="list-style-type: none"> • Information gathering and analysis skills 	Application form, interview, references

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