



Honours & Awards Manager

40 hours per week full time

Permanent contract

Department:	Development	Level:	Leadership 1
Reporting to:	Director of Development	Location:	Home based

Job Description

Purpose of the Post

Working across two charities, the Army Cadet Charitable Trust UK and the Combined Cadet Force Association (the cadet charities), the Honours and Awards Manager manages multiple award programmes recognising the achievements of the cadets and volunteers of the Combined Cadet Force and Army Cadet Force (UK Cadets).

You will proactively identify deserving individuals, manage and modernise the awards process of both charities, provide expert advice on the awards process and seek additional national external awards and recognition.

This role requires exceptional organisational skill, the ability to write persuasively and the ability to communicate with a wide range of stakeholders across the cadet organisations and external award making bodies.

Principal Responsibilities

Charity Award Programmes

- Manage the cadet charities' award programmes for young people and volunteers ensuring they are accessible, well promoted, and efficient, with clear guidelines and prompt communication of results, including feedback for unsuccessful nominations.
- Maintain positive relationships with cadet units to identify deserving individuals and direct applications to the most appropriate award provider.
- Manage the annual *ACCT UK Excellence Awards*, seeking high quality applications, managing the selection and award process and organising the award ceremony.
- Manage the internal award and recognition process for the charities' staff.

Honours & Awards Manager Job Description - May 2026

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

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

External Awards

- Manage the application process for external awards available to UK Cadets, both young people and volunteers. Provide advice on applications, quality assure nominations and coordinate attendance at ceremonies.
- Manage relationships with external awarding organisations, such as the Royal Humane Society, to ensure that the charities are making the most the opportunities available.
- Conduct ongoing research into external awards, identifying and evaluating opportunities for increasing the range of high-quality awards and highlight award schemes that may no longer be appropriate for UK Cadets.

Promotion, Monitoring and Recording of Awards

- Develop and maintain the Cadet Recognition Manual.
- Provide case studies and information to the cadet charities' marketing team to encourage increased nominations from across the UK.
- Provide support and advice to UK Cadets leadership teams to ensure that the availability of awards is understood at all levels across the UK Cadets.
- Monitor the frequency of award nominations received from each cadet unit, producing appropriate management information to inform communication planning.
- Produce and circulate monthly updates on award progress and circulate it to the Senior Leadership Team and senior leaders in UK Cadets.
- Keep accurate records in the charities' CRM system of all award nominations, ensuring this is in line with relevant legislation (GDPR).

General

- Undertake appropriate personal development to maintain and develop skills and knowledge to ensure full effectiveness within the role.
- Any other commensurate task as directed by your line manager.

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Personal Specification

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> GCSE English or equivalent experience. 	<ul style="list-style-type: none"> Training in citation writing. Evidence of continuing personal and professional development. 	Application, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> At least two years' experience of drafting award citations or funding applications. Experience of working with partners, internally and externally. 	<ul style="list-style-type: none"> Understanding of the Cadet Forces. Understanding of the processes associated with national non-state honours and awards. Experience of managing workflow. 	Application, interview, references
Skills and ability	<ul style="list-style-type: none"> Ability to extract information from people with varying powers of written expression. Information gathering and analysis skills. Excellent written and verbal communication skills. 	<ul style="list-style-type: none"> Ability to work on own initiative within an agreed framework of objectives. 	Application, interview, references

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