



Reserve Forces' and Cadets' Association
for Greater London

RECRUITMENT PACK SCHOOLS CADET ENGAGEMENT OFFICER



**FULHAM HOUSE
87 FULHAM HIGH STREET
LONDON
SW6 3JS**

CONTENTS

1. ABOUT US

- Our Background**
- Our Team**
- Our Work**

2. WHAT WE DO

- Cadets & Youth**
- Engagement**
- Estate**
- Alternative Venues**

3. BENEFITS PACKAGE

- Salary and London Allowance**
- Pension**
- Working Patterns**
- Leave/Holiday**
 - Annual Leave**
 - Special Paid Leave opportunities**
 - Maternity/Paternity**
- Bonus Scheme**

4. APPLICATION PROCESS

- What is Required**
- To Who**
- By When**
- Miscellaneous Information**

5. JOB DESCRIPTION

1. ABOUT US

Our Background

At Greater London Reserve Forces' and Cadets' Association (GL RFCA) we champion London's Reserve Forces and Cadets and have been their voice since 1908. There are thirteen RFCAs across the UK which are central government bodies with Crown status, each with a legal identity under the Reserve Forces Act 1996. GL RFCA is supported by a local voluntary membership of some 190 people with an interest in Defence, particularly in Reserve and Cadet matters, and they give us influence across London. Uniquely within GL RFCA, we also have a separate City RFCA element that focuses on engagement specifically within the City of London.

The Council of RFCAs (CRFCA), constituted by the thirteen individual RFCAs, provide central coordination and the corporate focus to enable the regional Associations to fulfil the requirements of their customers. The CRFCA gives advice and assistance to the Defence Council and to the Royal Navy, Army and Royal Air Force on matters that concern Reserve Forces and Cadets. The thirteen RFCAs are currently Arm's Length Bodies (ALB) of the Ministry of Defence and it is expected that they will collectively become a Non Departmental Public Body in 2027 to satisfy Cabinet Office requirements.

Our Team

We are a small organisation of some 60+ people with a headquarters in a Grade 2 listed building in Fulham, near to Putney Bridge, and have four satellite offices across London. We have three main output pillars of activity: Engagement; Cadets & Youth; and, Estates, all coordinated by a small supporting HQ business team.

Our Work

We promote the value and diverse skill set of the Armed Forces community to local stakeholders and employers from all sectors and use our locally driven relationships to provide 'effect' for defence at a regional level. We support London's military cadets, in particular key logistic and administrative support for the Army Cadet Force and our Estates team manage and maintain some 140 sites used by Reservists and Cadets.

2. WHAT WE DO

CADETS AND YOUTH TEAM. There are some 16000 military cadets across London in all three services: the Sea Cadet Corps (SCC) including Royal Marine (RM) cadets; the Army Cadet Force (ACF); the RAF Air Cadets (RAFAC); and, school based CCFs, all of which are supported by more than 2000 Cadet Force Adult Volunteers (CFAVs).

GL RFCA manage and maintain the locations and buildings specifically for the ACF and RAFAC and provide a cadre of 33 Professional Support Staff (PSS) to provide administrative and logistic support to the ACF. In addition the PSS assist the recruitment process to attract new adult volunteers.

The RFCA also help in coordinating numerous cadet events and activities across the Capital including Remembrance Day Ceremonies at City Hall, Guildhall Yard and in many boroughs, as well as multiple Armed Forces Day parades, the Lord Mayor's Show and even events such as the Invictus games. We organise a tri service cadet skills competition, the Lord Mayor's Music Competition at the Guildhall and an annual Lord- Lieutenant's Awards Ceremony.

In schools our commitment to the Cadet Expansion Programme for school CCFs is led by our School

Cadet Engagement Officer who guides schools and offers advice throughout the process of establishing a new CCF unit.

ENGAGEMENT TEAM. We work to establish and maintain strong relationships with employers and wider community stakeholders in London to encourage them to develop a two way mutually beneficial working relationship with Defence. Through our Communications lead we market and publicise Reserve and Cadet activity and recruiting opportunities through multiple social media channels, through our website and via hard print.

Employers can discover the benefits of partnering with Defence through our engagement work and activities enabling them to understand the transferable skill sets that Reservists, Cadet Force Adult Volunteers, Veterans and Service Spouses can bring to the workplace.

Our Engagement Team advises and guides companies to adopt forces friendly HR policies beginning with signing the Armed Forces Covenant (AFC), through their journey with the Employer Recognition Scheme (ERS) to becoming advocates for Defence to other employers. Companies and organisations can achieve a Silver and then Gold Award based on the level of commitment and support they have demonstrated and they will receive these awards at prestigious Silver and Gold Award Ceremonies organised by the team.

ESTATES TEAM. Our Estates Team manage over 40 Reserve Centre's in London, along with some 100+ Cadet establishments, for all three services. We manage large project builds and any sizeable essential maintenance projects and partner with VINCI, under the Future Defence Infrastructure Services contract, to assure the provision of compliance inspections and tests at all our sites so they are safe for Reservists and Cadets to train and thrive – this includes routine maintenance. We also provide Soft Facilities Management for all our sites and although the majority are owned by Defence (via the RFCA) we also manage multiple leases.

The estate requires considerable funding to enable London's Reserves and Cadet Forces to train and operate safely, and achieving this against inevitable funding constraints is a challenge. In addition to core funding we are required to source additional funding streams to help meet the demand and this is achieved through Alternative Venues London – See below.

ALTERNATIVE VENUES TEAM. Alternative Venues London (AVL) is a dedicated venue hire department within GL RFCA. It is a non-profit process involving renting out spare capacity (space/facilities) on the GL Estate on a commercial basis. The proceeds generated by AVL are a vital source of extra funding and our Association Finance Advisory Board assures the process whilst the Association Volunteer Management Board provides direction to direct the funding back into supporting Reserve and Cadets, principally for key estate works.

3. BENEFITS PACKAGE

- **Salary:** The Schools Cadet Engagement Officer role Salary is £37,720 p/a plus London Weighting of £3,300. Total £41,020 (annual review in August 26)
- **Pension:** Eligibility to join the Council of RFCA's Pension Scheme with a 5% employee contribution and 13% from the employer.
- **Working Patterns:** The opportunity for flexible working patterns and/or remote working is available but is subject to RFCA guidelines.

- **Leave:**
 - Annual Leave of 25 days, rising (1 day per year) to 30 days after 5 years reckonable service (previous HM Forces or Public Sector service may count as reckonable service).
 - Up to 15 days additional special paid leave for Volunteer Reserve commitments, such as the annual training camp or official military instructional training courses.
 - Up to 10 days special paid leave for Cadet Force Adult Volunteer training (eg official annual camp) or specified military instructional training courses.
 - Up to 6 days special paid leave for alternative recognised volunteering service at the discretion of the CE.
 - Enhanced maternity and paternal leave - after one year of service.
 - In addition to 8 public Holidays p/a an additional day for the HM The King's Birthday.
- **Bonus Scheme.** An opportunity to receive a small annual bonus under central CRFCA performance guidelines and also the possibility of a Special Bonus for a specific noteworthy performance.
- **Welfare Support.** Employee Assistance Programme to support welfare needs

4. APPLICATION PROCESS

Application process: To apply, please send a CV and covering letter giving evidence of how you fulfil the requirements, preferably electronically (and marked in the subject '*Schools Cadet Engagement Officer' application*), to Kate Peyton:

Email : gl-offman@rfca.mod.uk

Or hard copy to
 Kate Peyton - Head of Support Services
 Reserve Forces' and Cadets' Association for Greater London
 Fulham House
 87 Fulham High Street
 London, SW6 3JS

Further enquiries: Email Kate Peyton as above or Tel: 07917 835455

Closing date: The closing date is **4pm on Thursday 25th June 26** and it is anticipated that interviews for retained candidates will take place during the **week commencing Monday 29th June 26**.

Offers of employment will be conditional on the following:

- Confirmation of the right to work in the UK;
- Completion of a medical assessment;
- Receipt of two satisfactory references;
- The role will be subject to the successful completion of a six month probationary period prior to it being confirmed as permanent;
- Undergoing a Baseline Personal Security Standard (BPSS) check (organized by GL RFCA);
- Agreement to sign an employment contract.

The Reserve Forces' and Cadets' Association for Greater London is committed to being an Equal Opportunities Employer and welcomes applications from eligible candidates no matter what their gender, marital status, age, race, ethnic origin or religious belief.

5. JOB DESCRIPTION

Job Title: Schools Cadet Engagement Officer (SCEO)
Job Grade: C2
Department: Engagement
Reporting to: Chief Executive
Location: Fulham House, 87 Fulham High Street, London, SW6 3JS

General

1. The SCEO reports to the Head of Engagement and is based in Fulham House, 87 Fulham High Street, SW6 3JS.
2. This position is a full-time appointment working 36.5 hours per week (Monday – Friday). It will require the incumbent to work outside core working hours and the occasional weekends/Public Holidays as directed/agreed by their line manager.
3. The SCEO will be expected to travel to client appointments within the Greater London area. It may be necessary for the successful applicant to work outside of a defined geographical area i.e. attend meetings, visiting Combined Cadets Force Unit Annual Camps as required.

Overview

4. The SCEOs play a key role in the identification, assessment and establishment of new CCF Contingents, and in successfully mentoring the school teams through this process. To achieve this, SCEOs work to the Cadet Expansion Programme (CEP) DfE/MOD Joint Team (JT), consulting with the single Service Cadet Forces (CF) HQs and training teams as appropriate to identify the most appropriate candidate schools for new Contingents, and in sustaining Contingents once established. SCEOs will primarily engage with the school senior leadership, including members of the governing body and head teachers (or equivalent senior leaders as appropriate). Therefore, the work of the SCEO is crucial in encouraging the school to engage fully with (CEP) and their Contingent to achieve success.

Tasks and Responsibilities

5. Regular visits to schools and providing feedback to the JT on the unit's current situation, the unit's capacity to sustain itself and grow (and their willingness to do so). SCEOs will provide guidance and recommend any measures that could be adopted to overcome obstacles and challenges faced by schools.
6. Monitoring closely schools in their area to identify potential changes to the SLT, and to inform the JT immediately they are aware of a change to the SLT (or key personnel within the CCF) and support the implementation of measures to mitigate any potential risks to the unit.
7. Supporting the school in providing a positive image of the CCF to incoming new head teachers.
8. Proactively facilitate regional networking in close collaboration with CCFA, RFCAs, JMCs and single Services to provide formal and informal opportunities to share learning and best practice, make best use of available resource and to help identify wider training opportunities to promote and facilitate growth.

9. Attending meetings, workshops and other activities related to the CEP as and when required.
10. Supporting where appropriate, DfE and MOD communications.
11. Providing reports routinely and other information as may be required, upon request to the JT on school's growth progression and any identified or potential risks.
12. Working with the JT on the development of documentation in support of cadet growth.
13. Manage and supporting schools in their application for funding that may become available from time to time in support of cadet sustainment and growth.
14. Maintaining close working relationships with single Services and the Service CF training teams to provide a unified approach and timely, practical support to schools.
15. Supporting schools as agreed by HQ RC Cadets Branch and single Services through the application process to establish a CCF.
16. Working outside their defined geographical area when necessary to support CEP aims and outputs.
17. Where capacity allows, SCEO's may be given other tasks that supports their RFCA's wider engagement or cadet and youth portfolio.

Tasking Authority

18. The CEP JT is responsible for tasking SCEO's and directing all programme related engagement with schools. GL RFCA will utilise the SCEO to support other approved outputs in the margins of the CEP (which remains the priority at all times).

Secondary Duties

19. Any other duties as directed by Head or Engagement which can reasonably be expected to undertake.
20. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed. The responsibility level of any other duties should not exceed those outlined above.

Training

21. The post-holder is required to participate in all aspects of training and development, as identified, to make use of all relevant opportunities for training that may improve the effectiveness and efficiency of their appointment.

Person Specification (Also see table below)

22. [Civil Service Behaviours required \(Success Profile\)](#). The Civil Service Behaviours can be found at the above Gov.uk link, or search at: Gov.uk/Success profiles /Civil Service Behaviours. The grade level that should be read is for HEO/SEO civil service grades.

23. Required Skills/ Experience:

- a. Qualification - Good general level of education / evidence of ability to study (5 GCSE's A* - C including mathematics and English).
- b. Experience - At least 2 years' experience in a Cadet Force or voluntary youth organisation.
- c. Evidence of working with minimum supervision.
- d. Evidence of dealing with other diverse organisations.
- e. Experience of working with Local Authority Youth leads.
- f. Understanding of voluntary youth organisations.
- g. Able to be self-motivated and to work on your own initiative.
- h. Good verbal, written, communications and IT skills.
- i. Ability to produce written reports.
- j. Able to co-ordinate meetings and events.
- k. Computer literate (possessing a good working knowledge of current MSOffice applications) with demonstrable experience using management information systems. Comfortable utilising internet research tools including the retrieval of statistics for further analysis and presentation.
- l. A full driving licence is beneficial.
- m. This post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS).

24. Desired Skills/Experience:

- a. Higher education achievement in Youth Services or related subject.
- b. Experience of working within the Education sector.
- c. Knowledge of Cadet Forces.
- d. Knowledge of publicity and marketing methods.

25. Personal Qualities and Behaviours:

- a. Confident and astute communication skills, with a high level of emotional intelligence and the ability to engage with individuals at all levels.
- b. Proactive and self-motivated.
- c. Keen to advance individual skills and personnel development.

- d. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
- e. A self-starter with a high degree of flexibility and adaptability. Excellent teamworking ability.
- f. An inquiring mind with an organised approach to engagement and information management and good attention to detail.

Other Features

- 26. This Job should be discussed/read with the Line Manager at the time of receiving the Annual Staff Report.
- 27. The Job Description may be reviewed in the light of changes during the period of the appointment and on change of incumbent.

	Essential	Desirable
Qualifications and Training:		
Good general level of education / evidence of ability to study (5 GCSE's A* - C including mathematics and English).		√
Experience:		
At least 2 years' experience in a Cadet Force or voluntary youth organisation.		√
Evidence of working with minimum supervision.	√	
Experience of setting up your own project, business or organisation (a start-up programme).	√	
Experience of working within the education sector.		√
Evidence of dealing with other diverse organisations.	√	
Experience of working with Local Authority Youth leads.		√
Experience of working with and knowledge of diverse ethnic communities.		√
Knowledge, Skills, and Abilities:		
Understanding of voluntary youth organisations.	√	
Knowledge of the Cadet Forces.	√	
Knowledge of the Cadet Expansion Programme.		√
Able to be self-motivated and to work on your own initiative.	√	
Good verbal, written, communications and IT skills.	√	
Ability to produce comprehensive written reports.	√	
Able to co-ordinate meetings and events.	√	
Knowledge of publicity and marketing methods.		√
Must have excellent interpersonal skills and the ability to interact productively with colleagues and all relevant stakeholders.	√	
Be capable of clearly articulating the benefits of the programme to potential participants.	√	
Work related circumstances:		
Willingness to work flexible hours including evening and occasional weekends.	√	

Must be prepared to work outside of the region of employment for extended periods in support of the programme. This could include several week-long secondments.	√	
Full driving licence (Group B)	√	
Equal opportunities:		
Commitment to pursue Equal Opportunity and Non-Discriminatory practice.	√	