

# Medical Support Manager

Full time permanent contract

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<b>Department:</b>	Cadet Activity & Wellbeing	<b>Level:</b>	Leadership-1
<b>Reporting to:</b>	Head of Cadet Activity & Wellbeing	<b>Location:</b>	Home-based

## Job Description

### Purpose of the Post

The Medical Support Manager is responsible for:

- Assuring that First Responder training supported through ACCT UK for the Army Cadets is delivered in accordance with appropriate national governing bodies or appropriate awarding bodies, and that the appropriate qualifications are recorded on Westminster.
- Support the assurance medical planning for cadet activities. In particular for ensuring the medical planning policy, process and assurance is being completed.
- Providing support and expert guidance to those delivering training to maximise the opportunity and availability of courses for CFAVs.
- Support the Army Cadets with their occurrence reporting and trend analysis.
- Acting as the key adviser on the Army Cadet medical support and mental health training, to support the Army Cadets and ensure that the training remains fit for purpose for those providing medical support and wellbeing to the Army Cadets, and in line with the training recommended by appropriate national awarding bodies.

### Principal Responsibilities

#### *Training assurance and delivery*

- Ensure that ACCT UK's activity in your area of responsibility aligns with the charity's objects, specifically that activity improves or supports the efficiency of the Army Cadets.
- Support the regulated training for the accredited qualifications
- Ensuring appropriate due diligence arrangements are in place for medical support.
- Managing, as the Course Director, the delivery of the National First Responder course supporting the centre to develop course training and materials, ensuring adequate

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resources and trainers are made available for these courses and support the internal quality assurance of all national training.

- Building relationships with awarding organisations to enhance opportunities for providing externally accredited qualifications and recognition.

#### *Wellbeing Support CFAVs*

- Ensuring that Medical Support Officers (MSOs) remain current and competent and that this is properly recorded.
- Ensuring that qualification, training and selection criteria for Medical Support and Healthy Minds volunteer roles remains relevant.
- Provide support to the senior volunteers for Diversity and Inclusion and Chaplaincy, where appropriate, to ensure the overall Wellbeing structure is able to operate holistically.
- Support the Army Cadets in their relationship with the Royal College of Nursing.

#### *Management and administration*

- Ensure that medical planning and risk assessments are completed and escalated to the appropriate risk manager and provide advice and guidance where requested
- Support the delivery of annual conferences or CPD updates as required by the organisation.
- Engage with key stakeholders regularly including COS Army Cadets, DACOS Medical, and the Centre Manager for qualifications.
- Monitor the occurrence reports and escalate to MySafety where required.
- Any other task as required by ACCT UK.

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Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>• Be an experienced trainer with a minimum of a Level 4 Teaching Qualification</li> <li>• Evidence of continuing personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a Level 5 Teaching Qualification</li> <li>• Hold an accredited assessing qualification</li> <li>• Have qualifications in quality assurance or in managing relevant QA activity</li> </ul>	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> <li>• Have knowledge of the requirements of awarding bodies for the delivery of first responder.</li> <li>• Have a sound understanding of the role of medical support in the Army Cadets.</li> <li>• Understand the legislative requirements for First Aid provision as set out by the HSE.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading the delivery of qualifications</li> <li>• Experience of working with internal and external partners</li> <li>• Experience of organising courses, conferences, competitions and other events</li> <li>• Experience of Training delivery</li> </ul>	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> <li>• Demonstrable success in establishing effective working relationships across a range of organisations at all levels</li> <li>• Excellent written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Information gathering and analysis skills</li> </ul>	Application form, interview, references

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