

# Medical Governance Manager

Full time permanent contract

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<b>Department:</b>	Cadet Activity & Wellbeing	<b>Level:</b>	Leadership-2
<b>Reporting to:</b>	Head of Cadet Activity & Wellbeing	<b>Location:</b>	Home-based, regular travel to GU11 2HN

## Job Description

### Purpose of the Post

In this critical organisational safety role, you will both generate medical risk assessments and assure those generated by others. You will ensure appropriate medical governance and compliance processes are in place, including identifying organisational clinical risks and recommending appropriate policies. You will oversee incident reporting and trend analysis to support continuous improvement. This will include developing systems and reporting frameworks to provide a clear understanding of the organisation's medical risk profile, and supporting the volunteer team delivering advanced skills training to highly qualified first aiders.

### Principal Responsibilities

- Engage with appropriate national governing bodies or awarding bodies to ensure that legislative and best practice changes are properly considered and reflected in policy.
- Support the assurance of medical planning for cadet activities. In particular for ensuring the army cadet medical planning process and assurance is being completed in accordance with policy.
- Make decisions around escalation of occurrence reports and medical plans. Propose appropriate, reasoned courses of action for decision by senior leaders.
- Extract data and trends from reporting systems and use them to develop proposals to improve policy, practices and assurance processes.
- Act as the key adviser to Deputy Commander Cadets on Army Cadet medical support and mental health policy.
- Represent the Army Cadets in tri-service discussions concerning medical policy.

### Medical Governance Manager – 9 Jun 2026

Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org](http://acctuk.org)

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

### *HQ Support*

- Lead organisational assurance of medical risk assessments, clinical governance, and regulatory compliance, ensuring robust and effective frameworks are in place.
- Provide strategic oversight of clinical risk, identifying emerging and systemic risks and driving the development and implementation of appropriate policies, controls, and mitigation plans.
- Direct incident reporting and investigation processes, leveraging data and trend analysis to inform organisational learning, continuous improvement, and risk reduction strategies.
- Oversee the design and implementation of systems, data models, and reporting frameworks to provide clear, organisation-wide insight into the medical risk profile and support executive decision-making.
- Provide leadership and strategic support to volunteer teams, enabling the effective delivery of advanced clinical skills training for highly trained first aiders.
- Collaborate with senior stakeholders to embed a culture of safety, quality, and accountability across the Army Cadets.
- Generation of generic risk assessments to support key cadet activities
- 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.

### *Wellbeing Support*

- 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.

### *General*

- Deliver presentations to stakeholders of varying seniority.
- 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 Managers for qualifications.
- Any other task as required by ACCT UK.

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## Person Specification

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>• Hold an accredited assessing qualification</li> <li>• Evidence of continuing personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Have qualifications in quality assurance or in managing relevant IQA activity</li> </ul>	Application, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> <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> <li>• Understand legislative restrictions on medical scopes of practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organising courses, conferences, competitions and other events</li> </ul>	Application, interview, references
Skills and ability	<ul style="list-style-type: none"> <li>• Information gathering and analysis skills</li> <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>		Application, interview, references

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