

Facilities and Logistics Officer

40 hours per week. Permanent contract

Department:	Cadet Adventurous Training	Level:	Support 3
Reporting to:	Deputy Head of Adventurous Training	Location:	LL24 0DS

Job Description

Purpose of the Post

The Cadet Centre for Adventurous Training (CCAT) is the national centre of excellence for the delivery of Adventurous Training to the Army Cadets. It is based in Capel Curig Training Camp in North Wales with a satellite centre located at Halton Training Camp, Lancaster.

This post holder is accountable for the delivery of efficient and effective facilities and support services working collaboratively across a range of both military and civilian agencies in order to ensure safe, sustainable and high quality delivery of training.

Principal Responsibilities

The Facilities and Logistics Officer is responsible for planning, sourcing and ensuring the availability of the equipment and resources needed to deliver courses and other activities at CCAT. In particular they are to:

- Manage and maintain the infrastructure at CCAT locations in collaboration with Defence Infrastructure Organisation (DIO), Landmarc, and other contractors.
- Manage the timely booking of DIO / Landmarc accommodation and messing for CCAT courses through the BAMs system.
- In consultation with Dep Head of AT develop and deliver a strategic equipment plan in line with training needs and budget constraints.
- Be responsible to the Dep Head of AT for all AT equipment ensuring that it is correctly maintained and accounted for.
- Purchase new and replacement equipment, manage the procurement process and the CCAT Electronic Procurement Card budget (EPC).
- Be responsible for the inspection, maintenance, PPE record keeping and disposal of equipment in accordance with current policies.

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- Be responsible for the issue and receipt of all equipment to both students and instructors at the start and finish of all courses. This will necessitate weekend working when appropriate.
- Manage vehicles (white fleet and contractual hire) in conjunction with the fleet provider ensuring compliance with UK and European vehicle legislation. This includes management of a fleet of trailers ensuring maintenance, repair, record keeping and operation in accordance with road transport legislation.
- Ensure driver compliance with MOD and DVLA requirements.
- Manage and monitor the issue, receipt and accounting for UK and European fuel cards.
- Organise the movement of equipment and personnel by land, sea or air as required to enable the delivery of training across the UK and overseas.
- Procurement of all office supplies, stationery and IT.
- Liaise with CTC Frimley Park G4 stores department for general stores items.
- Provide support to Dep Head of AT as required.
- Plan and overseeing small/medium projects.
- Provide support to courses and events.
- Act as the unit fire officer.
- Any other commensurate task as directed by line management.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	• Proficient in the use of Microsoft 365 applications • Full UK driving licence (Cat B).	• Trained in the use of Cadet Information Systems applications and MODNET. • Facilities Management, Logistics, and PPE qualifications • Full UK Driving Licence (Category C1, D1 +E).	Application, interview, certificates

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Criteria	Essential	Desirable	Methods of assessment
Experience and knowledge	• Experience of budget management and procurement processes. • Experience of facilities management including contractor liaison • Experience of Logistics operations • Experience of a range of adventurous training equipment – to include paddle sport, climbing, mountaineering, mountain biking & skiing. •	• Experience working within the military, public sector or cadet forces. • Experience managing facilities projects and service contracts. • Experience of the cadet forces • An understanding of working with MJDI. • An understanding and experience of working with WESTMINSTER • Experience improving operational efficiency and service delivery.	Application, interview, references
Skills and ability	• Demonstratable success in establishing & maintaining effective working relationships with stakeholders at all levels. • Strong organisational and planning skills, with the ability to manage competing priorities • Ability to work independently and use initiative to resolve problems. •	• Project management skills and experience of continuous improvements initiatives. • Experience developing or improving operational efficiency	Application, interview, references
Personal Attributes	• Professional and customer-focused approach. • Reliable, trustworthy and able to maintain confidentiality • Willingness to travel and work flexibly when required	• Commitment to personal development and continuous learning	Application, interview, references

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