

Training Policy Officer, Army Cadets

40 hours per week. Permanent contract

Department:	Cadet Activity & Wellbeing	Level:	Band B2
Reporting to:	Head of Cadet Activity & Wellbeing	Location:	Aldershot

Job Description

Purpose of the Post

You will be responsible for the review, development and implementation of strategic training policy across the Army Cadets, ensuring it is aligned with legislation and Ministry of Defence (MOD) policy.

You will work in the Training Section of the Army Cadets headquarters. This headquarters is responsible for all policy covering the Army Cadet Force and Combined Cadet Force (Army). This includes the training and activities undertaken by young people and by the volunteers and employees that support and deliver the Army Cadet experience.

Principal Responsibilities

Develop and Maintain Policy

- Support the development and maintenance of training safety policy.
- Support the development and maintenance of training governance policy.
- Support the development and maintenance of training assurance policy.

Engagement Across Army Cadets

- Ensure the consistent delivery of training policy across the Army Cadets; ensuring that policy is recorded and released efficiently, policy change is managed communicated effectively within the organisation.
- Providing policy advice and guidance to those responsible for delivering courses and to practitioners.
- Liaise and forge positive relationships with internal and external stakeholders.

Training Policy Officer Job Description – 5 February 2025

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General

- Manage the Training Administration Team
- Managing the vocational qualifications (VQs) on behalf of the Army Cadets, including engagement with providers and supporting the development of contracts and budgets.
- Answer questions on matters of training policy.
- Any other duties as detailed by line manager.
- Any other commensurate task as directed by line manager.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Professional qualification in training ▪ IT literate; experienced user of Microsoft office 	<ul style="list-style-type: none"> ▪ Qualifications in risk management or safety ▪ Defence Approach to Training qualification (DSAT) 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Experience in risk management and safety. ▪ Experience delivering training policy at strategic level in a large organisation. ▪ Experience of working with partners and stakeholders, internally and externally ▪ Training experience in a youth context. 	<ul style="list-style-type: none"> ▪ An understanding of policy relating to young people ▪ Experience of writing policy for a large corporate organisation ▪ An understanding of the Values and Standards of the Army Cadets 	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> ▪ Demonstrable success in establishing effective working relationship across a range of organisations at all levels ▪ Excellent written and verbal communication skills. ▪ Ability to work on own initiative 	<ul style="list-style-type: none"> ▪ Information gathering and analysis skills 	Application form, interview, references

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