

# National Activities Manager

Full time permanent contract

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<b>Department:</b>	Cadet Activity	<b>Level:</b>	Band B2
<b>Reporting to:</b>	Head of Activity & Wellbeing	<b>Location:</b>	Office based in home area

## Job Description

### Purpose of the Post

- Safe, effective conduct and delivery of national and international Army Cadet activities across the ACF and CCF(A).
- Create and support opportunities for Army Cadets to take part in national and international activities.
- The reputational enhancement of Army Cadets via delivery of successful national and international events

### Principal Responsibilities

- Deliver and organise national and international activities on behalf of HQ Army Cadets
- Represent Army Cadets to national and international stakeholders
- Promote events and create opportunity for increased participation from Army Cadets across all national and international activity.

In particular SO2 National Activities will exercise the following responsibilities:

## Governance

Responsible for overseeing, on behalf of HQ Army Cadets, all international visits between UK Army Cadets (ACF and CCF(A) units) and other nations to ensure compliance of protocols and procedures.

### National Activities Manager – Full Time – 14 March 2024

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## **Training & Activity**

Responsible for the planning, selection, budgets and delivery of HQ Army Cadet sponsored international exchanges, specifically including Exercises Oak and Maple Leaf (Canada), Ex Baltic Guard (Baltic States), India international exchange and the Poland international exchange. Responsible for the planning, selection, budget and delivery of Army Cadet participation in national level ceremonial events including Festival of Remembrance, the Cenotaph Parade, national ceremonies, and state occasions.

## **Assurance**

Responsible for liaison, coordination and delivery for national level Army engagement activities on behalf of HQ Army Cadets, including specifically events at RMAS, Phase 1 / 2 training establishments, and Regimental and Corp competitions and activities.

## **Finance**

Responsible for both the strategic and day-to-day management of both the Army Cadets International Exchanges budget, and monitoring the use of any public money for Army Cadets activity overseas. Responsible for identifying, applying for, and managing any grants or funds available from external sources to benefit Army Cadets overseas activities.

## **Subject Matter Expert (SME) Knowledge**

Represent the Army Cadets on the national and international stage as required, including in meetings and recces to ensure safe delivery of training. Promote opportunities to participate in national and international events across the Army Cadet organisation and seek to ensure equality of opportunity for all Army Cadets. Responsible for extending the range and scope of national and international activities available for Army Cadets.

## **General**

- Support to HQ Army Cadets as and where required, as directed by SO1 Training Plans.
- Liaise with and work in partnership with any national Adviser to ensure effective delivery of national and international activity across the Army Cadets.

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Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>• Good general education including GCSE English and Maths A-C</li> <li>• IT literate; experienced user of Microsoft office</li> <li>• Evidence of continuing personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• A levels</li> <li>• Westminster IT system trained (although training will be given)</li> <li>• Project management qualifications</li> </ul>	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> <li>• Experienced at delivering high profile national and international activities</li> <li>• Experience delivering youth activities</li> <li>• Accustomed to working under pressure for a demanding team</li> <li>• Experience of working with partners and stakeholders, internally and externally</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the cadet forces</li> <li>• Project / program management experience</li> <li>• Experience coordinating activity for ceremonial / state occasions</li> </ul>	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent interpersonal skills and emotional intelligence</li> <li>• Thrives working on own initiative</li> <li>• Personal credibility and confidence to represent Army Cadet values and standards on the international stage</li> </ul>		Application form, interview, references

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