

JOB DESCRIPTION

Job title: Training Support Officer
Line Manager: Head of Sea Cadets Training Delivery

CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets to give them the best possible head start in life. We also provide personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and five-year strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

Our vision for the MSSC is:

To be the leading maritime charity for youth development and lifelong learning.

We are guided by our values of:

Respect; Loyalty; Commitment; Self-discipline; Honesty & Integrity

ROLE DETAIL

The **Training Support Officer** reports to the Head of Sea Cadets Training Delivery.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holder will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Occasional evening and week-end working is the norm and the role will require travel to other MSSC, Sea Cadet Corps (SCC) (and other organisation's facilities), especially within the Area, and also to the MSSC HQ in London.

PURPOSE OF ROLE

The post will play a key role in the delivery of many of MSSC's objectives under its Vision and Strategy, but will play a particular part in developing career opportunities for cadets.

The Primary Purposes of the role are to:

- Support the HoSCT Delivery in managing and optimising training delivery including Corps-wide training supply and demand issues.
- Monitoring training supply and demand issues via appropriate key performance indicators
- Deliver the overseas opportunities programme
- Deliver the national junior summer camp

KEY RESPONSIBILITIES

The following is a list of the key responsibilities of the Training Support Officer (supply and demand). It is not intended to be exhaustive.

- a. To support the work of HoSCT Delivery on all aspects of training delivery from international to district level
- b. To manage training delivery KPIs providing analysis to support optimisation of available training resources to best meet the training needs of our cadets and volunteers including unit management team members.
- c. To deliver the Overseas Opportunities programme.
- d. To support the work of UK as an International Sea Cadet Association (ISCA) member including support to meetings and events
- e. To manage and oversee the hosting of the UK International Exchange.
- f. To manage and coordinate all Sea Cadet unit visits abroad including obtaining clearances and visas' where necessary.
- g. To oversee the strategic development of the Duke of Edinburgh award initiatives within the SCC.
- h. To undertake the administration of the Duke of Edinburgh Award on behalf of the operating authority.
- i. To manage the national junior summer camp.
- j. To manage the administration and monitoring of BTEC uptake.
- k. To share the load in terms of day to day administration to include: updating the T&A website, dealing with CLMS issues, T17s, managing the training inbox and supporting volunteers

OTHER DUTIES

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

As part of the initial induction in order to get to know the Sea Cadets, the post holder will be encouraged to assist as a volunteer with evening activities within a local unit (details to be agreed) for a period of one month within the first year of employment.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and equality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

Signed

Print Name

Date: