Halton Centre Manager

40 hours per week. Permanent contract

Department:	Cadet Centre for Adventurous Training (CCAT)	**Level:**	Band B1
Reporting to:	Head of Adventurous Training	**Location:**	Halton Training Camp, Halton Road Lancaster LA2 6LW

Job Description

Purpose of the Post

The Cadet Centre for Adventurous Training (CCAT) is the Army Cadets national Adventurous Training (AT) centre of excellence. CCAT has two main delivery centres, Capel Curig Training Camp in North Wales which includes the Headquarters, and Halton Training Camp in Lancaster. CCAT delivers an annual programme of Mountaineering, Paddlesport, Mountain Biking, Caving and Snowsport National Governing Body (NGB) accredited pathways leading to coach, instructor and leader qualifications for Army Cadets aged 15 plus and their adult volunteers.

CCAT also delivers a broad range of national Army Cadet overseas expeditions and a programme of concentrations from their partner centres in Scotland, southern England Norway and Bavaria.

The post holder will be responsible for the day to day management of the CCAT Halton Training Centre in accordance with current legislation and the delivery of training in line with Army Cadet policies and NGB guidelines.

From time to time the post holder will be required to travel supporting the delivery of UK and overseas AT concentrations and expeditions.

The incumbent will also be required to work flexible hours including some evenings, Bank holidays and weekends to facilitate training.

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Principal Responsibilities

- Assume day to day responsibility for the delivery of training and working alongside the Defence Infrastructure Organisation (DIO North), their partners and the HQ CCAT team to ensure suitable facilities are in place to deliver an exceptional training experience.

- Deliver an agreed annual programme of NGB accredited skills based and coach, instructor, leader qualification courses as directed.

- Daily management of a Freelance Instructor workforce ensuring they deliver courses as directed in line with current CCAT policies, Army Cadet regulations and NGB guidelines.

- Manage and authorise the day to day delivery of activities ensuring they meet the requirements of the course and facilitate internal and external moderation.

- Administer the courses delivered by the centre. This will include course loading, student joining instructions, accommodation and feeding, transport, training facilities and post course reporting.

- Interact with centre personnel and students to deliver welcome, safety, instructor training briefs, lectures and end of course reviews.

- Facilitate the issue and return of equipment at the beginning and end of each course.

- Act as a focal point and coordinate the response to any incident or accidents including welfare and safeguarding concerns.

- Management of the Halton Centre Support Officer to the centre management tasks.

- Manage adult volunteers who are undertaking welfare and safeguarding duties out of training hours.

- Work in conjunction with the CCAT Facilities and Logistics Officers to procure and maintain a store of specialist AT equipment.

- Work in conjunction with the CCAT Business Manager to manage the centre budget.

- Facilitate the loan of CCAT equipment and training resources to and from Army Cadet visiting units.

- Act as the unit nominated First Aid person.

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- Undertake training, gain qualifications, and conduct CPD pertinent to the role in support of the business need (FAW, ATCE PPE, WM Trg, H&S Trg, Safeguarding etc).

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training.	▪ Have a thorough understanding of the MT, BCAB and MIAS Leader/Instructor pathways. ▪ UK driving licence (Cat B). ▪ Evidence of continuing personal and professional development.	▪ Hold a recognised level 4 training and leadership / management qualification. ▪ Hold a range of NGB course directorships. ▪ RoSPA approved AT PPE training - Competent Person. ▪ Driving licence (Cat C or D) ▪ First Aid at Work.	Application form, interview, certificates.
Experience and knowledge.	▪ Experience planning, managing the delivery of activities to young people and volunteers in residential setting. ▪ A working knowledge of delivering Adventurous Training (AT) activities. ▪ Experience of working with young people and	▪ Facilities management. ▪ Understanding of the MOD Sponsored Cadet Forces. ▪ Should have logistics experience.	Application form, interview, references.

	volunteers in an outdoor activity environment. ▪ Experience supporting and mentoring to others. ▪ Working knowledge / experience of a range of AT equipment – to include mountaineering, paddle sports, caving, mountain biking and Snowsports. ▪ A thorough understanding of AT equipment inspection, storage and maintenance. Experience of managing resources on a digital management system.	▪ An understanding and experience of working on the Cadet MIS. Office 365, MODNET and the Army's facility booking service (BAMS).	
Skills and ability.	▪ Demonstrable success in establishing effective working relationships. ▪ Effective interpersonal skills. ▪ Budget management skills. ▪ Competent and experienced user of Office 365 (SharePoint, Word, Excel and Forms) ▪ A strong ability to clearly communicate clearly remotely and in person using both written and verbal form.	▪ Ability to lead and manage others as part of a team. ▪ Information gathering and analysis skills.	Application form, interview, references.

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	▪ Ability to work on own initiative within an agreed framework of objectives. ▪ Enthusiasm, flexibility and innovation. ▪ Personal credibility, confidence and empathy.		

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