



**Army
Cadet
Charitable
Trust UK**



**Combined
Cadet
Force
Association**
The Charity Supporting Cadets in Schools

Deputy Head of Cadet Adventurous Training

40 hours per week. Permanent contract

| | | | |
|----------------------|----------------------------|------------------|--------------|
| Department: | Cadet Adventure Training | Level: | Leadership-2 |
| Reporting to: | Head of Adventure Training | Location: | LL24 0DS |

Job Description

Purpose of the Post

ACCT UK through the Cadet Centre for Adventurous Training (CCAT) facilitates the Army Cadets national Adventurous Training (AT) provision. From their centres located at Capel Curig Training Camp in North Wales and Halton Training Camp near Lancaster, the CCAT team enables an annual programme of National Governing Body accredited (NGB) adventurous training courses. Accessible to Army Cadets aged 15 plus and their Cadet Force Adult Volunteers, CCAT delivers personal skills awards and leader qualifications in Mountaineering, Paddlesport, Mountain Biking, Caving and Snowsports. CCAT also delivers a broad range of national Army Cadet expeditions and other AT activities throughout the UK and overseas.

Based in North Wales you will work as part of a small team managing CCAT's business support functions. This is a pivotal role and you must be highly organised, flexible, able to plan and communicate effectively and have excellent information technology skills.

You will work closely with our internal and external partners, ensuring all support elements are in place to facilitate the AT service. You will support the Head of AT with strategic planning, budget management and HR matters and you will line manage the CCAT Facilities and Logistics Officers.

In conjunction with the CCAT Training Officer you will support the Centre Managers with planning and delivery of courses and expeditions.

From time to time, you will be required to deputise for the Head of AT or the Centre Managers which may involve travel throughout the UK and overseas, working some evenings, bank holidays and weekends.

Principal Responsibilities

Facilities and Infrastructure

- Responsible for the Infrastructure at CCAT sites.
- Responsible for CCAT SHEF related matters.

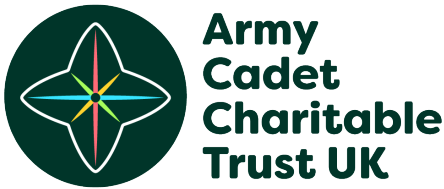
Centre Staffing

- Line management of the CCAT Facilities and Logistics Officers.
- Responsible for the contracting of all CCAT freelance staff.
- Establish and manage the CCAT apprenticeship scheme.

Deputy Head of AT Job Description – April 2026

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- Ensure that key roles are covered during planned and unplanned absences.
- Deputise for the Head of Adventurous Training as needed.
- Manage the mandatory training compliance for all CCAT staff.
- Support CCAT line managers with the recruitment, management and development of staff.
- Provide a focal point for Welfare support and safeguarding of CCAT employees, contractors and students.

Financial and Administrative

- Day to day budget management and administrative responsibilities.
- Manage and report on income and expenditure.
- Lead on the planning and administration of overseas courses and national expeditions.

Digital Marketing

- Manage and develop the CCAT social media platforms.

General

- To undertake appropriate personal development to maintain and develop skills and knowledge to ensure full effectiveness within the role.
- Drive MOD vehicles to fulfil your responsibilities.
- Any other commensurate task as directed by line management.

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Qualifications, Skills and Experience

| Criteria | Essential | Desirable | Methods of assessment |
|-----------------------------|--|---|--------------------------------------|
| Qualifications and Training | <ul style="list-style-type: none"> • Good level of general education (English, Maths and IT). • Hold a level 3 qualification in leadership and management. • UK driving licence (Cat B). | <ul style="list-style-type: none"> • Hold a Level 3 or higher qualification in Human Resources and finance management. • Trained in the use of Cadet IS applications and MODNET. • UK driving licence (Cat D1+E). | Application, interview, certificates |
| Experience and knowledge | <ul style="list-style-type: none"> • Experience of managing a small team. • Exceptional IT skills and extensive use of MS365. • Experience of organising events, working with internal and external partners. • Experience of supporting and mentoring. | <ul style="list-style-type: none"> • Understanding of the MOD Sponsored Cadet Forces. • Logistics and support experience. • Understanding of delivering outdoor activities to young people and volunteers. • Experience of facilities management. | Application, interview, references |
| Skills and ability | <ul style="list-style-type: none"> • Demonstrable success in establishing effective working relationships across a range of organisations at all levels. • Excellent written and verbal communication skills. • Personal credibility, enthusiasm, flexibility, resilience and innovation. | <ul style="list-style-type: none"> • Information gathering and analysis skills. | Application, interview, references |

Business Support Manager Job Description – April 2026

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