



CCF Contingent Commander and Head of Outdoor Pursuits

Overview

This role requires you to be committed to the Combined Cadet Force (CCF), the quality of outdoor learning and the School's activity programme. Building upon the successful programmes that have been an integral part of the School for many years, the successful applicant is to provide an engaging and inspiring experience for the pupils in the CCF and in terms of Outdoor Pursuits.

Roles and Responsibilities:

CCF Contingent Commander

- Develop and oversee an effective and varied training experience (in conjunction with the staff involved with the CCF) for the pupils under the auspices of the CCF both within and outside school.
- Instruct and advise cadets in military training, including skill at arms, range management and live firing, fieldcraft, drill, and ceremonial events.
- Represent the School at relevant courses, conferences and meetings pertaining to CCF.
- Attendance at all events including Summer Camp and Field Days.
- Maintain and log relevant training, authorisation and attendance records on Westminster.
- Provide administration, logistical and training support to the Contingent, working with the School Staff Instructor (SSI).
- Act as Health and Safety Officer and ensure the CCF is fully compliant with School and MOD policy.

Head of Outdoor Pursuits

- Lead the School's programme of Outdoor Education activities during the week and at weekends.
- Organise and lead trips and the expeditions programme as experience and qualifications allow, including accompanying pupils on these expeditions.
- Coordinate staff training both on a personal basis via in-house accreditation and National Governing Body Awards.

- Develop contacts for specific activities which the School cannot provide in house.
- Coordinate the running of the outdoor pursuits kit stores including purchasing, repair and logging of equipment.
- Produce standard operational procedures for adventurous off-site activities and regularly reassess and update these.
- Management of the Outdoor Pursuits budget.
- Act as the Educational Visits Coordinator (EVC) organising the School Trips and risk assessment programme and documentation relating to both days, overnight residential trips and overseas trips from the school
- Report to line manager, the Senior Deputy Head, on a weekly basis.

Duke of Edinburgh (DofE) - Manager Role:

- Main lead for the programme at the School.
- Work with the DofE managers to ensure the delivery of high-quality programme and identify opportunities for increased participation and manage the provision of a safe and enjoyable programme for participants.
- Arrange and coordinate training for staff to qualify as leaders, supervisors and/or assessors.
- Act as the School's DofE verifier for both silver and gold awards.
- Assist with DofE expeditions and act as main contact for the School.

Knowledge, Skills and Experience:

Essential

- Military experience for example as a Senior Non-Commissioned Officer (SNCO), Warrant Officer (WO) or Officer in the Regular, Reserve and/or Cadet Forces.
- Experience in delivering training to Regular/Reserve personnel and/or cadets.
- Experience in maintaining military equipment.
- Excellent organisational and administrative skills.
- Proven ability to work effectively in a team.
- An ability to build relationships with people at all levels within an organisation.
- Proven experience of planning, preparing, leading and delivering creative and challenging adventurous activities for groups. Ideally for school aged groups, but others groups also relevant.
- Knowledge and experience of carrying out relevant Health and Safety risk assessments for these activities.
- Competent in the use of Westminster or other cadet MIS

Qualifications:

- International Mountain Leader qualification (Summer and Winter Qualifications also accepted)
- Paddlesport Touring Leader (Instructor also accepted)

- Must hold a full current clean driving licence, with Category D minibus desirable. Will be expected to obtain this shortly after appointment.

Desirable

- Hold or obtain Government Security Clearance
- Skill at Arms Instructor
- Range Management Qualifications
- Exercise Conducting Officer Qualification (M Qual)
- First Aid Instructor

Application

If you think that this is the right opportunity for you, please apply through the School Talent website. You will be asked to submit a CV and supporting statement as part of the application process.

Closing Date: 8 June 2025 at 11:59 (GMT).

Terms of the Post

This is a permanent, full-time post based on working 40 weeks of the year (34 weeks Term time and 6 additional weeks in non-Term time).

Salary will be determined by experience and aptitude for the role but will be in the region of £42,000 to £46,000 per annum.

The School is committed to equal opportunities for all its pupils and staff.

Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.

You must have the right to work in the UK to apply for this post.