



## Job Description

<b>Job Title:</b>	Contingent Commander
<b>Employer:</b>	Dollar Academy
<b>Job Summary:</b>	<p>The Contingent Commander is line managed by the Director of Co-curriculum, Operations and Outreach, with overall accountability resting with the Rector. The Contingent Commander is responsible for the safe, effective, and efficient leadership, management, and development of the Dollar Academy Combined Cadet Force (CCF).</p> <p>The postholder will provide strategic and operational leadership for the contingent, ensuring that all activities are delivered in accordance with MOD regulations, safeguarding requirements and Academy policies while promoting a positive and inclusive cadet experience.</p> <p>The Contingent Commander will, working closely with the Contingent Executive Officer / School Staff Instructor (CXO), Cadet Force Adult Volunteers (CFAV), Academy staff and external MOD partners, lead and develop a modern, inclusive and engaging CF programme which promotes leadership, teamwork, resilience, self-discipline and personal growth amongst pupils.</p> <p>Due to the nature of the role, flexibility is essential, and some evening, weekend and school holiday working will be required in support of the Combined Cadet Force programme.</p>
<b>Key Duties and Responsibilities:</b>	<p><b>Leadership and Development</b></p> <ul style="list-style-type: none"> <li>• Lead and oversee the effective operation and strategic development of the CCF, ensuring broad pupil engagement and supporting the continued development of the contingent within the Academy's co-curricular programme.</li> <li>• Promote a positive, inclusive and engaging cadet experience which reflects the values and ethos of Dollar Academy.</li> <li>• Foster leadership, teamwork, resilience, confidence and personal development amongst cadets.</li> <li>• Maintain and develop strong relationships with pupils, parents, staff, volunteers and external agencies.</li> <li>• Represent the Academy at relevant MOD, Brigade and external CCF meetings and events.</li> <li>• Support recognition and celebration of cadet and volunteer achievements</li> <li>• Promote and publicise CCF opportunities, achievements and events within the wider school community.</li> </ul>



## **Training and Programme Management**

- Oversee the annual CCF calendar in liaison with SSG link and relevant CCF staff.
- Oversee the planning, delivery and review of the contingent training programme.
- Provide oversight and appropriate leadership for exercises, camps, field days, adventurous training and ceremonial commitments.
- Ensure that training remains safe, progressive, engaging and compliant with MOD policy and safe systems of training.
- Support cadet recruitment, retention and progression across all sections of the contingent.
- Ensure appropriate supervision, discipline and pastoral oversight of cadets during all CCF activities.

## **Staff and Volunteer Management**

- Line manage and support CXO.
- Support the recruitment, induction, development and ongoing training of adult volunteers and staff.
- Ensure that staff qualifications, mandatory training and clearances remain current and appropriately recorded.

## **Compliance, Safeguarding and Health & Safety**

- Ensure full compliance with current MOD regulations, safeguarding requirements, health and safety legislation and Academy policies.
- Act as Delivery Duty Holder (DDH) in accordance with MOD requirements where applicable.
- Ensure appropriate risk assessments, safety procedures and control measures are in place for all activities.
- Maintain oversight of safeguarding clearances and disclosure requirements for all adult volunteers.
- Ensure that all inspections, assurance visits and MOD compliance requirements are successfully completed.

## **Administration and Resources**

- Maintain accurate records using the relevant MOD management information systems, including Westminster where applicable.
- Oversee the safe management, security, maintenance and accountability of MOD-issued and Academy-owned equipment, stores and facilities.
- Oversee CCF budgets, grants and financial administration in liaison with the Head of Finance.
- Ensure appropriate reporting to Academy leadership regarding contingent activity, development and compliance matters.

## **Miscellaneous**

- Participate in training and development as required
- Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy
- Undertake any duties commensurate with grade



## Person Specification

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Commissioned officer experience within the CCF, Reserve Forces or Armed Forces is desirable.</li><li>• Experience within the CCF, Cadet Forces or wider military environment.</li><li>• Experience of leading, managing or supporting youth leadership, outdoor education or training programmes.</li><li>• Experience of organising activities, events, camps or residential trips involving young people.</li><li>• Experience of managing safeguarding, health and safety and risk assessment processes.</li><li>• Experience of working effectively with volunteers, staff teams and external organisations.</li><li>• Experience of using Westminster or similar cadet management systems.</li><li>• Good understanding of safeguarding and child protection responsibilities.</li><li>• Good understanding of health and safety requirements and safe working practices.</li><li>• Understanding of MOD expectations and compliance requirements relevant to the CCF environment.</li></ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Strong leadership and interpersonal skills.</li><li>• Excellent organisational and administrative skills.</li><li>• Strong communication skills, both written and verbal.</li><li>• Ability to motivate and inspire young people and adult volunteers.</li><li>• Ability to work independently, use initiative and manage competing priorities.</li><li>• Strong attention to detail and ability to maintain accurate records.</li><li>• Flexible, reliable, resilient, and professional approach.</li><li>• Holds a full, clean driving licence, including D1 entitlement, or is willing to obtain D1</li><li>• Willingness to undertake evening, weekend and holiday working.</li></ul>