



## Squadron Operations Officer – Job Description

### 1. General

This is a part time position on Tuesday and Thursday evenings totalling 8 hours a week. As such the successful applicant will report to the Squadron Commander. It is a critical role and is regarded as essential to the smooth running of the unit and the delivery of a great cadet experience. For the right person this will provide a challenging and highly rewarding position in a dynamic and busy environment.

### 2. Person Specification

The Squadron Operations Officer (SOpsO) is the cornerstone on which a successful Air Cadet Squadron is built and the successful candidate should be an inspirational figure not only to the cadets but also to the Cadet Forces Adult Volunteers (CFAVs). The role requires a person with the following attributes and experience:-

#### 2.1 Essential

- Loyalty, integrity, diplomacy and understanding of the ACO Core values and ethos.
- Enthusiastic, self-motivated, well-organised and interested in both developing young people and instructional staff.
- Highly-developed interpersonal skills.
- Good organisational and time management skills.
- Initiative and resilience; able to work under pressure.
- Sufficient IT literacy and communication skills to administer the squadrons training programme and maintain the Bader Database.

#### 2.2 Desirable

- Experience of data entry and management
- Knowledge of the BADER SMS System
- Military/Cadet experience

### 3. Qualifications

All training will be given for the role; however the successful applicant should have GCSE grade A-C in English and maths.

### 4. Reporting

This role will report directly to the Squadron Commander.

### 5. Location

The role is located at 1254 Squadron's Headquarters at Hallam Road, Godalming, Surrey. GU7 3HW

### 6. Hours of Work

This is a part-time role covering Tuesday and Thursday evenings between the hours of 1900hrs and 2200hrs. Some work may be required outside of these times; however this is the exception rather than the rule.



## 7. Responsibilities

There are a number of areas where the SOpsO will have responsibility.

### 7.1 Administration

To manage the administration of all aspects of unit activities for ACO personnel specifically but not limited to the following:

- Ensure that the Squadron is compliant with the activity requirements of the ACO.
- Accurately update and maintain all activity records on BADER SMS (Cadet Information Systems).
- Co-ordinate the units activities.
- Promote activities and opportunities to cadets and staff.

### 7.2 Activities

The SOpsO will have key function in co-ordinating all activities including but not limited to the following:-

- Assist with the development of all the Squadrons CFAVs and co-ordinate all external training courses that are required as part of this training and development programme.
- Ensure all relevant bookings are made for activities including facilities and transport.
- Co-ordinate all activities from any external CFAVs.
- Manage all related administration including sending out and collection of consent forms
- Ensure that all paperwork required by both the ACO and MoD for any activity is completed. Full details are included in the relevant pamphlets and joining instructions.

## 8. Remuneration

Mileage allowance for home to duty travel can be claimed.

To apply please send a letter of application and current CV to the Squadron Commander at:

1254 Squadron, Hallam Road, Godalming, Surrey. GU7 3HW

oc.1254@aircadets.org

This position will remain open until a suitable candidate is found.

In order to comply with the Children's Act, all staff appointed to positions within the ACO must undergo an enhanced DBS criminal records check. A copy of the ACO policy on child protection is available on request. It is also necessary for all staff to notify the Squadron Commander before the appointment of any convictions or other factors which may be relevant to their joining the organisation.

If you require further information please contact WO Richard Deacon on 07775 790821 or email oc.1254@aircadets.org..