



## **SUMMARY OF ROLES AND RESPONSIBILITIES (SoRRs)**

### **UNIT TRAINING OFFICER (UTO)**

#### **Introduction**

The Unit Training Officer (UTO) is appointed by the Commanding Officer/Officer in Charge (CO/OiC) after discussion with members of the Command Team. The UTO will be a member of the unit Command Team. UTOs are appointed to provide safe and effective unit level training by developing a training programme that will be engaging, safe and fun on a parade night or during other unit training events for cadets and Cadet Force Adult Volunteers (CFAVs).

#### **Time in Post**

As a unit volunteer, there is no specified time in post for this role. UTOs and the CO/OiC are to agree on a flexible commitment and to review this regularly, as part of their annual review and personal development plan.

#### **The Role**

The UTO will oversee the delivery of all unit training and will be the first point of contact on training matters and as such in consultation with the CO/OiC.

This role will undertake “regulated activity” and will therefore require an enhanced disclosure with barring to be repeated at no less than three yearly intervals.

#### **Primary Purpose**

The primary purpose is to facilitate the safe and compliant training of cadets, by planning a comprehensive training programme which is to be delivered by current and competent instructional CFAVs.

All training is to be in line with the current SCC policies located on the Training and Administration Website.

#### **Secondary Purposes**

The secondary purposes of the UTO are:

- To liaise and work collaboratively with other members of the Command Team.
- To ensure that the CO/OiC has approved all unit training.
- To co-ordinate unit training by having an overview of the Junior and Royal Marines Cadets training programmes on behalf of the CO/OiC.
- To share ideas and develop links with other UTOs from within the District.
- To support and promote the attendance of cadets and volunteers on District, Area and National Training Courses, Offshore Voyages, Events and Competitions.

#### **Accountability**

The UTO is accountable to the CO/OiC for all unit level training.

The UTO has a functional line of communication to the District Training Officer (DTO).

### **Authority**

The UTO is authorised to:

- Represent the unit at events and meetings as requested by the CO/OiC on non-policy matters.
- Communicate and liaise with others outside of the unit, such as DTO, District and Area Staff Officers (DSO/ASO), NGBs, other MOD Cadet Forces and outside training providers, ensuring the CO/OiC is informed at all times.

### **Competencies**

This section will be completed once the Competence, Role and Rank work is concluded.

### **Principal Tasks**

The following are the principal tasks of the UTO but the list is not exhaustive:

- By working proactively, plan and develop a comprehensive 4-6 week training programme, with the aim of keeping cadets and CFAVs meaningfully occupied when involved in unit training activities to enable the safe and fun delivery of the sea cadet experience.
- Effectively communicate the Training Programme to all CFAVs and cadets in a timely manner.
- Provide regular briefs and updates to the Command Team regarding the unit's training, progress and shortfalls in meeting the unit's annual targets and Unit Review compliance.
- In consultation with the Unit Administration Officer, prepare and update Cadets Westminster records, progress charts and personal development plans if they are used.
- To plan and develop an annual longcast training programme in consultation with the CO/OiC, referring to the District, Area and National training programme.
- To regularly liaise with instructional CFAVs in order to ascertain their availability.
- In conjunction with the UAO, with prior parental or guardian permission, to identify and book cadets and CFAVs onto appropriate wider SCC training courses, ensuring the correct pre-requisites are met prior to booking. Communicate/manage their joining instructions and travel to ensure they are fully prepared before arriving.
- To manage and work closely with the Unit's Courses Officer, if applicable.
- To communicate to an Area/District/National Course Director of any difficulties that might be encountered by a candidate whilst on the course; so their needs can be best accommodated.
- Keep an accurate and up to date record of cadet's Cadet Training Programme (CTP) and Leadership Development Programme (LDP) progress on WM. Ensuring that all specialisation and proficiency qualifications are achieved and in date as appropriate, advising First Lt/CO/OiC when eligible for promotion.
- To ensure that those qualifications achieved at and away from the unit are recorded on WM in a timely manner and inform the appropriate persons if they are not.
- With prior CO/OiC approval, plan and monitor CFAV development, this is in consultation with the CO/OiC/First Lt in order to ensure that all mandatory training is completed within the required timeframe. Direct instructional CFAVs to the appropriate voluntary courses if all pre-requisites are met, in accordance with their PDP.

- With prior CO/OiC approval, maintain an accurate record of instructional CFAV-training and qualifications.
- Facilitate cadet access and promote the SCC Portal.
- To communicate and liaise firstly with District Staff Officers (DSOs) (if available) then ASOs as subject matter experts for matters relevant to their specialisation/proficiency, ensuring they are advised of courses taking place at unit level if required.
- To quality control the standard of delivery of unit training and ensure that it complies with SCC policy and procedures, referring to Risk Assessments as required.
- With prior CO/OiC approval, maintain an inventory of all unit training equipment and that it is fit for purpose. Advise the same on deficiencies, loss and replacement of training equipment.

### **Performance Review**

The CO/OiC will review performance annually.

### **Getting the most out of your volunteering**

It is really important that we provide guidance and support to make the most of your time as a Sea Cadet Corps (SCC) volunteer. Below is what you can expect from us to enable you to give us your very best.

You can expect us to:

- Support you to understand your role, how to do it and the difference you make to the SCC
- Understand the skills and experience you have, as well as your aspirations for volunteering
- Provide you with an induction, ongoing support and training to undertake your volunteer role
- Provide regular updates about any developments in the charity that are relevant to you
- Value your contributions and providing you with potential opportunities to progress

### **Equal opportunities Statement**

MSSC is committed to safeguarding and promoting the welfare of young people, with a child centred approach and expects all volunteers to share this commitment. MSSC aims, through the implementation of its Equality and Diversity Policy to ensure that no young person or volunteer receives less favourable treatment, is excluded from benefiting from its services (within the bounds of safety to themselves and others), or suffers disadvantage by reason of: class; ethnic origin; culture, nationality or race; gender; age; marital or sexual status; mental or physical ability; political or religious belief or unrelated criminal conviction unless the responsibilities of a role require us to do so in order to safeguard our cadets and volunteers.

### **Signature Blocks**

Signed: .....  
Unit Training Officer

Date: .....

Signed: .....  
Commanding Officer / Officer-in-Charge

Date: .....