**THE SANDHURST TRUST - VOLUNTEER INTERNATIONAL CADET MENTOR – PART TIME**

**1. INTRODUCTION**

The Sandhurst Trust is an independent charity based at the Royal Military Academy Sandhurst (RMAS), Camberley, Surrey, GU15 4PQ. It provides welfare support to the Officer Cadets under training, the staff and families at the Academy, a group of some 5000 people. Around 100 of these are International Officer Cadets at various stages of their commissioning course.

The charity is creating a new volunteer post for an International Cadet mentor to provide support to International Cadets in training at RMAS, bringing their needs to notice with the appropriate RMAS staff leads to enhance, add value and to contribute to the success to the journey of our International Cadets through training. To reach forward prior to their arrival and to maintain contact through their lives, where appropriate.

The role will attract an Honorarium of £10,000 per year. To cover out-of-pocket expenses incurred in the pursuit of your volunteering. This will be paid monthly, or when expenses are submitted, directly into your bank or building society account. The volunteer will also be eligible to join the Trust pension scheme.

**2. KEY RESPONSIBILITIES:**

1. To establish a relationship with International Cadets during pre-training.
2. Contribute to the reception of International Cadets on their arrival.
3. Maintain touch-points and personal understanding of International Cadets during their time in training.
4. To bring to the attention of RMAS decision makers those issues, challenges and positives that impact International Cadets during their training.
5. To contribute to RMAS Defence Engagement, including visits to Sandhurst by national representatives, as appropriate, including Sovereign’s Parades.
6. Attendance at meetings in RMAS Group Headquarters, Training Colleges as appropriate.

**3. PERSON SPECIFICATION**

Qualifications

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| **Essential** | **Desirable** |
| A minimum of three GCSEs grades A – C, or equivalent, including English Language. | ECDL qualification or experience equivalence |
|  | A second language |

Knowledge / Experience

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| **Essential** | **Desirable** |
| Experience or working in or alongside an international environment. | Previous experience of working within a military environment. A good understanding of the voluntary/charitable sector. |
| A history of successful working without authority through force of personality and emotional intelligence in a fast moving and multi-layered delivery organisation. | Knowledge of the Army and RMAS in particular. |
| Previous administrative experience, including data entry, with high attention to detail.  | Good typing speed. |
| Excellent IT knowledge, including Outlook, Word, Excel and electronic filing systems. | Experience of website and social media data loading |
| Previous experience of dealing with cultural sensitivities challenging, difficult or elderly clients. | Currency in Diversity and Inclusion |
|  | A network of international connections. |

Competencies

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| **Essential**  | **Desirable**  |
| Following Instructions and Procedures – appropriately following instructions, procedures and policies. | Adapting and Responding to Change – demonstrating flexibility in adapting to changing circumstances, accepting new ideas.  |
| Coping with pressures and setbacks – works productively in a pressured environment and maintains a positive outlook at work no matter how repetitive the task. | Achieving Personal Work Goals and Objectives – accepting and tackling goals with enthusiasm and demonstrating a strong work ethic. |
| Planning and Organising – managing time effectively, meeting deadlines and prioritising workload. | Relating and networking – establishing good relationships with cadets and staff. |
| Working With People – establishing good relationships, working well as part of a team and supporting others |  |
| Adhering to Principles and Values – upholding ethics/values, demonstrating integrity and promoting and defending equal opportunities. |  |

**4. GENERAL INFORMATION**

**Smoking**

The Sandhurst Trust has a no-smoking policy.

**Equal Opportunities**

You are required to comply with the Trust’s Equal Opportunities Policy and ensure that employees and those with whom you deal receive equal treatment at all times.

**Health and Safety**

You must discharge your responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for your own health and safety and that of others. You must also ensure that agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

**Confidentiality**

You are subject to the Data Protection Act 1998 and must not disclose confidential information, particularly that relating to employees, beneficiaries and their records without their agreement. You are also responsible for the accuracy and integrity of any information which you enter. You must not use personal data held by The Sandhurst Trust or RMAS Group for any unauthorised purpose nor disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of The Trust, unless expressly authorised to do so by the Director who is the Data Protection Officer.

**Risk Management**

The Trustees have adopted a policy of risk management which accords with Charity Commission requirements. Risk management is the responsibility of each member of staff.

Suggestions that might assist The Trust in meeting its objectives in a pragmatic and cost-effective way should be directed to your line manager.

**Conflict of Interests**

You may not, without the consent of The Trust, engage in any outside employment. You must declare to your line manager any private interest or voluntary/public duties which could potentially result in personal gain as a consequence of your employment with The Trust. Interests that might appear to be in conflict should also be declared.

**Place of Work**

Your usual place of work will be the Royal Military Academy Sandhurst but you may be required to work at alternative venues from time to time.

**Hours of Work**

Hours are flexible and negotiable with a focus on a presence at RMAS. However, you will be required to work at least two evenings a month and one weekend a month to engage with cadet activities.

**Review**

This job profile is intended as a basic guide to the scope and responsibilities of your post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with you.

**5. APPLICATION**

Applicants should send a covering letter outlining why they are suitable for the role and a full CV to Vaughan Kent-Payne, the Director of The Sandhurst Trust, by email to: director@sandhursttrust.org no later than 4pm on Friday 29 November 2019. Applicants will be shortlisted and informed by email with interviews on Wednesday 4th December 2019 at RMAS. The successful applicant will be informed no later than Tuesday 10 December 2019 and will be expected to commence at RMAS on 6th January 2020.