

# Adult Volunteer Roles



## Commissioned Officer RAFAC (CFC)

Commissioned Officers provide the Management and Leadership to the organisation at all levels of the Air Cadet Organisation. Officers are now part of the RAFAC, having previously been part of the RAF Volunteer Reserve, and now hold the Cadet Forces Commission from HM The Queen. They wear the same uniform as their regular RAF Counterparts and are afforded the same privileges as regular officers in the Royal Air Force. You can take on many different roles including running your own Squadron or a time progresses and subject to promotion your own wing.

### Eligibility Criteria:

As you will become an Officer in the RAFAC the eligibility criteria is more in depth than those than our other roles, please don't be concerned by this, we wont be sending you anywhere we wouldn't be sending the cadets!

- Be between 20 and 65, you must be under 60 at the time of application.
- Be a British Subject or a citizen of the Irish Republic. Or have been born in a country or territory which is (or was then) within the Commonwealth or Irish Republic. Or Each Parent was born in a country or Territory which is (or was then) within the Commonwealth or Irish Republic.
- Subject to DBS Police Checks.
- Have served a minimum of 3 months service as a CI, Adult SCNO (ATC) or have been a former regular commissioned officer in HM Armed Forces
- Public Servants may apply, only if the grant of a commission does not interfere with their official duties.

### Selection and Training:

As you are being selected to join as an officer and become a manager in the organisation, there is a more comprehensive selection process is required:

- Attend the Wing P2 selection course, pass and complete a boarded Filter Interview with senior officers.
- Attend 2 Day Officer Selection Course at the Officer and Aircrew Selection Centre at RAFC Cranwell.
- On successful completion you will be afforded the privilege of wearing the uniform for a period of 12 months, during which time you must attend and pass the Officers Initial Course (OIC) at RAFC Cranwell (1 week).
- Upon successful completion of the course you will receive your commissioning Scroll and wear the full uniform.

### Remuneration and Allowances:

As an officer in the RAFAC you will be entitled to claim 28 days remuneration for applicable activities and training. This is at the rate commensurate with your rank. In addition travel and subsistence allowances are also claimable for certain activities and home to duty mileage.

# Make a Difference

Your role is vital to the success of our cadets. You'll see your dedication and effort pay-off in the achievements you inspire amongst our members. But it isn't just the cadets that benefit - you'll get involved in many squadron activities and have the same kinds of opportunities as cadets to develop your leadership skills and gain qualifications in things such as mountain leadership, First Aid and NVQs that may be useful to you in your career. You'll also have as much fun as the cadets do!

## What's the difference between a Commissioned Officer and a SNCO?

In terms of the activities you will be getting involved with and the events and training you can take part in, the answer is very little. On the management front however this is where there are differences. Whilst Squadrons are often run through a team effort, your role is to lead those teams, manage and develop your cadets as well as your staff. You may find yourself as the Squadron Commander, running a unit with over 100 cadets and many staff members. It's a challenging role, but is seen as the pinnacle of your ATC career.

As an officer you may find yourself drafted onto the Wing Staff in years to come either as a Subject matter expert or as a Sector Commander, with responsibility for supporting several squadrons, you may even find yourself in the hot seat as the Wing Commander. What ever role you undertake, you will be given appropriate training and several opportunities to develop your personal skills, abilities and knowledge.

## What is the Commitment

The commitment is a minimum of 12 hours per month. Most Squadrons meet twice a week plus activities at weekends. Whilst we say 12 hours, this is only the minimum commitment, many squadrons and staff give far more time than this as our units are busy. However we do appreciate you have your own lives, work and family that are important!

## Qualifications - Develop Yourself, while developing others.....

- City & Guilds Graduateship in Youth Management and Training (Level 6)
- City & Guilds Licentiateship in Youth Leadership and Training (Level 4)
- ILM Introductory Certificate in First Line Management (Level 3)
- Edexcel NVQ Assessor Award (Level 3)



### For More information

To find your local squadron or for more information please visit :

[Www.trentwingaircadets.org.uk](http://Www.trentwingaircadets.org.uk) or [www.raf.mod.uk/aircadets](http://www.raf.mod.uk/aircadets)

Or e-mail: [media.trent@aircadets.org](mailto:media.trent@aircadets.org)

Follow us on Facebook: [www.facebook.com/trentwingaircadets](http://www.facebook.com/trentwingaircadets)

## Frequently Asked Questions

### Can anyone be a Volunteer?

We welcome all responsible adults (aged 20 years upwards), of any gender, from all social backgrounds, cultures and religions. You don't need to have any prior military experience, just enthusiasm and commitment.

### I have a fulltime job / home to run / children /

### How can I spare the time for voluntary work?

Most of our volunteers have busy lives too, and many of them work full time. Most activities take place in the evenings and at weekends, and no-one's expected to take part in everything. Many people get involved initially because their children are cadets - they start off helping out informally at events and open days. As long as you can spare a few hours a week, you'll be made very welcome.

### Do I need to be physically Fit?

We like our volunteers to be reasonably fit so they can join in the physical activities, but other qualities are equally important. We need people who can deal with paperwork and homesick cadets at camp just as much as someone who can hike across the hills with them.

### I'm Retired but would like to get involved, is there an age limit?

There is no upper age limit as a civilian instructor, although uniformed staff retire at 65. Many of our volunteers are retired or semi-retired, which gives them more time to spend with us.

### Do I need to have experience of working with Children?

No, but you do need an understanding of the needs of teenagers. So if you are a parent with children or have had any contact with the children of friends or family, you will have some idea of what's required. Obviously, if you have any direct experience, such as teaching or sports training, you will have an advantage.

### What happens if I join and find its not for me?

This kind of work doesn't suit everyone, but when you join us you will be given every opportunity to find a role that you feel happy with. We are particularly keen to ensure that you are suited to and happy with your role, as your enthusiasm can directly impact on the cadets.

### I'd like to meet new people and friends. Is there a social side to it?

Yes! The civilian committee on each squadron will be busy organising all sorts of social events, some to raise funds for the cadets and some just for fun. Most people are surprised to find that as well as enjoying the work they make a lot of new friends and have a great social time when they join as an adult volunteer.



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# Officer Selection Process

The Officer Selection Process is different to those of any other role in the ACO. We are not looking to send you into battle, but we need to ensure that we are recruiting the right people for the job, who conduct themselves in the correct manner, can manage, lead and deal with change. Being an officer is much more than being a youth leader, you wear the same uniform as your regular RAF counterparts and are expected to behave and promote the core values of the Royal Air Force as you will often find you are the RAF's representation at a number of events and activities.

## STAGE 1

Enrol on your Squadron as a Civilian Instructor and spend 3 months in the role. Attend the 1 day BASIC Adult Staff Induction course within 6 months of joining. Complete Officer Application in full after approval from your Squadron Commander, which will then be forwarded to Wing Head Quarters for Approval. You will then be invited to attend a Wing P2 Selection Course.

## STAGE 3

Your Wing Filter Interview will be conducted by a Wing Commander and Squadron Leader. If you are successful at this stage you will be recommended to progress to the final selection stage, which is to attend the Officer and Aircrew Selection Centre at RAFC Cranwell.

## STAGE 5

Having successfully passed the OASC Selection you will be required to complete the Officer Initial Course at the HQAC Adult Training Facility at RAFC Cranwell. Upon successful completion, you will be fully commissioned into the Royal Air Force Volunteer Reserve (Training Branch) and wear full uniform.

### This looks difficult and time consuming!

Yes and No. We are not looking for you to be super human or to spend loads of time trying to learn lots of information. In fact quite the opposite, we want you to be yourself, its largely your personal skills and abilities we are looking for. If your knowledge of the Air Cadets and the Royal Air Force isn't great, then you will need to build your knowledge base, but a lot of that will come simply by spending time on your unit, before going through selection.

## Wing P2 Selection Course

The Wing P2 Selection course serves 2 main purposes, one for the Wing and the other for the candidate. The Wing needs to ensure that we are putting the right people forward for full selection, it isn't easy, but if you like challenge and are motivated to pass it you will enjoy this phase. For the candidate it serves the purpose of giving them an idea of what the next stage at OASC will be like. Unless you have experienced an in depth military selection before, you may not be expecting what it is you will experience. This is our chance to give you an idea of what you will face and the levels of performance you will need to demonstrate at your full selection weekend.

## Officer and Aircrew Selection Centre OASC

OASC will be very similar to the Wing P2 Course, with the same areas being tested, just in a more formal environment, with people from across the UK. Again it will be challenging and you will need to have done your homework and prepare before you attend. It's a great chance to meet new people and help each other through the process.

### What will be tested?

The specific assessment areas are shown overleaf. Many of the attributes we are looking for are those which candidates will already possess. You may need to brush up on your knowledge of the Royal Air Force and the Air Cadet Organisation, which will be tested at interviews and a good knowledge of current affairs is essential.

### How long will it take?

The process will take around a year to complete at most, if you are successful straight through. You will be a CI or SNCO on a squadron, so you will have plenty to occupy your time whilst the process is underway, allowing you to build your knowledge and experience ready for your P2 course and OASC.

### What happens if I am unsuccessful at any stage?

It isn't the end. By the time you get to OASC any issues should have been identified and you will have been debriefed and informed of the areas that need a little work. Once you are ready, you can be put forward again.

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## LEADERSHIP TASK

The role of an officer is to lead. During your selection courses both at Wing and OASC, you will be assessed directly on your leadership skills and management with a given task to complete. You will be responsible for briefing your team and the completion of the task.



## INTERVIEW

Like any job or new role you will be interviewed by a boarding panel. The good news is that a large proportion of the interview is all about you. Your life to date, going back to your school days, home, education and work. The second part is a mix of your knowledge of the Royal Air Force, The Air Cadet Organisation, Current Affairs and the role of an RAF Officer. There are also some scenario based questions



## Group Discussion

This is to see how you interact with your peers. You will be given several topics to discuss within your group, checking to see your knowledge, viewpoints, beliefs and values as well as your ability to make reasoned judgements and interaction with others.



## INDIVIDUAL PLANNING EXERCISE

Part of your role will require you to take complex information and turn it into a workable and logical plan. Understanding the information you are given and being able to come up with an executable plan and explain this is essential. Mathematical reasoning including Speed, Distance and time calcu-



## GROUP PLANNING EXERCISE

This is all about working with others and formulating a plan of action given a set of circumstances or scenario. Your reasoning behind decisions, opinions and thought processes will be assessed, based on how you deal with the opinions provided by others within the group. This will be similar to the way you would often work on your squadrons.

# P2 & OASC Selection Areas

