

# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Army Cadets Officer Commanding

**Date updated:** June 2025

**Reports to:** Executive Director Co-Curricular

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## COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

**CARE** – I am kind to myself and others

**COURAGE** – I am open to new experiences to learn and grow

**RESPONSIBILITY** – I take ownership of my actions

**RESPECT** – I value diversity, my worth and the worth of others

**INTEGRITY** – I do the right thing, even when no one is watching

## POSITION SUMMARY

The Officer Commanding is responsible for the overall leadership, management, and administration of the Pymble Army Cadet Unit. The Officer Commanding sets the Unit's vision and goals in alignment with both the Cadet program and the school's values, ensuring a safe, inclusive, and inspiring environment for all cadets and staff. This leadership role oversees training, welfare, operations, and community engagement, fostering cadet development as confident, responsible young leaders.

## ROLE ACCOUNTABILITIES

### 1. Leadership and Culture

- 1.1 Deliver inspiring and future-focused leadership to the Cadet Unit, aligning all activities with National AAC (Australian Army Cadets) guidelines and College policies.

- 1.2 Foster a culture prioritising safety, respect, personal growth, teamwork, discipline, and resilience among all Cadet Unit members.
- 1.3 Serve as one of two primary liaisons between the Cadet Unit, the College, and external Cadet organisations, ensuring consistent and effective representation at all levels.

## **2. Program Management and Coordination**

- 2.1 Plan, organise, and evaluate all Cadet Unit events, including training nights, camps, parades, and ceremonial functions, ensuring they meet educational and developmental objectives.
- 2.2 Collaborate with the Pymble Army Cadets Co-ordinator to manage Unit administration, including enrolments, records, compliance requirements, and risk assessments.
- 2.3 Jointly manage resource and budget allocation with the Pymble Army Cadets Co-ordinator to support effective Unit operations.

## **3. Staff, Volunteer, and Cadet Development**

- 3.1 Lead, recruit, train, and support staff and adult volunteers, delegating responsibilities to enhance leadership capacity and teamwork.
- 3.2 Oversee the welfare and behaviour of cadets, ensuring the physical and emotional wellbeing of all members through proactive management and support.
- 3.3 Liaise with AAC on all matters related to training and safety, ensuring Unit activities meet required standards.

## **4. Stakeholder Relationships**

- 4.1 Build and maintain strong relationships with students, staff, parents, and external partners, including military and Cadet authorities, to benefit the Unit's operation and reputation.

## **5. Communication**

- 5.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

## **6. Risk and Compliance**

- 6.1 Report directly to the Principal on any matters relating to child protection.
- 6.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

## **7. Professional Learning**

- 7.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

## **8. Other duties that may be required from time to time.**

## PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College.
- AAC Grade 2 certification or working towards.
- Successfully completed the Army Cadets Commanding Officer Course desirable.
- Previous experience working in a school cadet unit is highly regarded.
- Demonstrated leadership experience, preferably within youth development, education, or a comparable setting.
- Demonstrated comprehensive understanding of cadet program structures, policies, risk management, and compliance requirements, with a commitment to keeping up to date with ACC policies and procedures.
- Exemplary organisational skills, with proven ability to manage multiple priorities, coordinate events and activities, and meet deadlines.
- Outstanding interpersonal and communication skills, with a proven ability to mentor, motivate, and inspire both young people and adults.
- Demonstrated commitment to fostering an inclusive, positive, and safe environment for all members of the cadet unit.
- Proven ability to work collaboratively within the College community and engage effectively with both internal and external stakeholders.
- Willingness to undertake ongoing professional development and maintain current compliance training relevant to the role.