[OFFICIAL]

**Job Description**

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| Job Title: | **CTSFO National Training Manager** |
| Rank/Band: | **Inspector** |
| Line Management: | **Band B – Head of CTSFO Coordination & Development** |
| Secondment Term: | **24 months** |
| Vetting Level: | **SC** |
| STRAP Required: | **Yes** |

**Job Summary**

The post holder will manage a team of national firearms instructors (NFIs) responsible for the delivery of national Counter Terrorist Specialist Firearms Officers (CTSFOs) training. They will take direction from the CTSFO network Chief Firearms Instructor (CFI) and will report direct to the head of CTSFO Coordination & Development within the National Armed Policing Coordination Office (NAPCO).

**Key Tasks**

The post holder will be required to do the following:

* manage the delivery of the national CTSFO initial and annual refresher training (excluding the MPS) in line with the direction of the network CFI
* design and maintain an annual training plan to deliver sufficient initial and annual refresher training places, as required by the CTSFO network
* oversee the planning of relevant CTSFO training packages and risk assessments prior to sign off by the network CFI
* oversee and monitor the delivery of relevant CTSFO training, ensuring its quality assurance and appropriateness in line with the National Police Firearms Training Curriculum (NPFTC) and the single training license held by the network CFI for the delivery of national CTSFO training
* proactively identify good practice and organisational learning in relation to CTSFO training
* coordinate training activity across the CTSFO network in partnership with hub firearms training managers (FTMs) and CFIs
* oversee the compilation of student training records and reports both during and following training events
* identify, address and monitor any health and safety issues in line with training risk assessments
* ensure that sufficient staff and resources are available to support the delivery of the training
* manage, supervise and develop the staff within the national training team
* ensure staff under their direction maintain operational competence (e.g. CTSFO and NFI)
* manage team member performance and complete performance reviews
* manage training related short-term projects as appropriate and directed by the head of CTSFO capability & development and/or network CFI providing national insight to influence and drive activity
* coordinate and develop relationships with key stakeholders and partners (nationally and internationally)

**Essential Experience**

* National firearms instructor and currently or previously operationally competent to the CTSFO role profile, **OR** chief firearms instructor or firearms training manager with previous experience of managing CTSFO related training
* Relevant health and safety qualification
* Full driving licence

**Desirables**

* IOSH Health and safety management training
* A recognised level 4 qualification in education and teaching

**Competency Values Framework**

Cluster – Resolute, compassionate and committed

* We take ownership – Level 2

Cluster – Inclusive, enabling and visionary leadership

* We are collaborative – Level 2
* We deliver, support and inspire – Level 2

Met Values

* Integrity
* Professionalism