**VACANCY FOR DEPUTY COMMANDANT - CHESHIRE ARMY CADET FORCE**

**Introduction**

1. A vacancy exists within Cheshire ACF for a suitable candidate to be Deputy Commandant. The normal place of duty will be the Headquarters of Cheshire ACF which is situated in Fox Barracks Chester CH2 4AB. The HQ staff parade on a Thursday evening, with occasional weekend daytime work as directed by the Commandant.
2. Applications are sought from cadet force adult volunteers of commissioned rank or those of commissioned rank in the Reserve or Regular Forces providing they meet the criteria given below and are enthusiastic and knowledgeable about the ACF.

**County Organisation**

1. Cheshire ACF has over 650 cadets and 130 CFAV (Cadet Force Adult Volunteers) and covers a substantial area comprising of 3 Company’s and 25 Detachments.  The position will be based at Fox Barracks, Chester.

**Nature of the Appointment**

1. A Deputy Commandant is a voluntary ACF Officer’s appointment in the substantive rank of Lieutenant ACF but in acting rank of Lieutenant Colonel.
2. The Deputy Commandant is an integral member of the Company HQ establishment and will report in the first instance to the Commandant.
3. The post is a voluntary appointment; the successful applicant will receive remuneration up to 28 Voluntary Allowance Days per annum. Additionally, home to duty and motor mileage allowances may be claimed when on official duty.

**Role**

1. The Deputy Commandant is responsible for deputising for the Cadet Commandant as required; taking a key role in assurance matters; leading on recruiting adults and cadets; monitoring training and having a liaison role. The full Role Specification contained in Section 1.7.2 in the ACF Regulations AC 14233 Jan 2016.

**Selection**

1. Cadet Deputy Commandants are selected by a panel chaired by the Brigade Commander and are appointed by the MOD. They are under the operational command of their regional Brigade Commander

**Tenure**

9. Tenure of appointment will be initially for three years and may be extended with the recommendation of their Brigade Commander for a further period of two years but incumbents will be required to retire on reaching the age of 65 if other suitable candidates are available.

**Safeguarding**

10. Applicants who have not previously served in the ACF will have to produce a Disclosure and Barring Service (DBS) ‘Enhanced Disclosure’ certificate for work with young and vulnerable people before taking up the appointment.

**Pre Interview Preparation**

11. Applicants should prepare carefully for the interview arranging to visit the County Headquarters and taking the opportunity to talk to the Commandant. A visit to NW RFCA is also highly desirable especially if the applicant has no previous experience in the North West. The interview is in two parts and will take place at Fulwood Barracks **after 26 May 2016**. Detailed timings will be as arranged with the Military Secretary closer to the date.

**Application Procedure**

12. Applications by letter should be sent to the Brigade Military Secretary by **20 May 2016** and copied to the NW RFCA and County (see below). The application should be accompanied by a CV in the attached format.

* SO2 MS Res HQ 42 Inf Bde & HQ NW, Fulwood Barracks, Preston Lancs PR2 8AA.
* Office Manager NW RFCA, Alexander Court, 28 Alexander Drive, Aigburth. Liverpool L17 8YE.
* CEO Cheshire Army Cadet Force, Fox Barracks, Liverpool Road, Chester Cheshire CH2 4AB.
* The SO2 MS Res is Maj Helena Roberts contactable via 01772 260 358 / 302.

H Roberts

H Roberts

Maj

SO2 MS Reserve, HQ 42 Inf Bde & HQ NW

**DEPUTY CADET COMMANDANT CHESHIRE ACF – JOB DESCRIPTION**

**General**

The Deputy Cadet Commandant is an integral part of the senior management team of the County HQ. The post holder reports directly to the Cadet Commandant and carries out the duties specifically assigned to him by the Commandant.

**Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Ser | Duty | Ser | Task |
| **1** | **Deputising** | 1.1 | Deputising for the Cadet Commandant in their absence. |
| **2** | **Assurance** | 2.1 | All matters relating to the management, training and welfare of all ranks. |
|  |  | 2.2 | Guiding and supporting Area HQs and Detachments in the implementation and administration of current policies and objectives. |
|  |  | 2.3 | Advising on the safety and welfare of the Officers, Adult Instructors and Cadets in the Area. |
|  |  | 2.4 | Visiting County, Area and Detachment activities. |
|  |  | 2.5 | Monitoring the adult Compulsory Testing |
|  |  | 2.6\* | Act as Deputy DSCO |
|  |  | 2.7\* | Advise on the management of risk and supervise others in their management of risk. |
| **3** | **Recruiting and appointing** | 3.1 | Advising on the deployment, development, discipline of the Officers, Adult Instructors and Cadets in the Area. |
|  |  | 3.2 | Identifying, with Area Commanders, possible locations for new detachments. |
|  |  | 3.3 | Identifying strengths and areas for development within the Areas and advising the Cadet Commandant accordingly. |
|  |  | 3.4 | Building an effective team of staff, having the common purpose of pursuing and achieving excellence in all that is done. |
|  |  | 3.5\* | Officer recruitment: identify, encourage, process and mentor candidates until they are commissioned and have completed their induction training programme. |
|  |  | 3.6\* | Adult Instructor (AI) recruitment: guiding, supporting and monitoring the AI recruiting process to ensure that Company HQs attach a very high priority to the speed at which ‘expressions of interest’ are converted into serving AIs. |
| **4** | **Training** | 4.1 | Monitoring the effectiveness of Area and Detachment training and APC(ACF) achievement. |
|  |  | 4.2 | Contributing to the production of the County’s Annual Forecast of Events. |
|  |  | 4.3\* | Lead the delivery of BTEC within the County. |
|  |  | 4.4\* | Identify excellence within the cadets and guide them towards SCIC, master Cadet, Claire Shore Trophy and Ducke of Westminster Cadet opportunities. |
| 5 | Liaison with County Staff | 5.1 | Attending regular, weekly meetings with the Cadet Commandant and CEO. |
|  |  | 5.2 | Maintaining regular and effective contacts with the CQM, Training Officer and other County HQ Staff Officers, in person, by email and by telephone. |
|  |  | 5.3 | Attending, and contributing to, the Cadet Commandant’s conferences and meetings, as identified on the Annual Forecast of Events. |
| 6 | Liaison with External agencies | 6.1 | Liaising with Regular and Army Reserve units, other cadet and civilian organisations within the County area. |
|  |  | 6.2 | Ensuring that the County is kept in the public eye, using the County PRO as appropriate. |
| 7 | Additional duties that may be assigned to Deputy Cadet Commandants | 7.1 | Coordinating and managing all external events. |
|  |  | 7.2 | Representing the County in all Defence Relationship Management activities. |
|  |  | 7.3 | The management of the County Training Team. |
|  |  | 7.4 | Advising on all aspects of safe training policy and practice. |
|  |  | 7.5 | Chairing regular meetings of the County Training Team. |
|  |  | 7.6 | Ensuring that CFAV and cadet training opportunities are well communicated and understood. |
|  |  | 7.7 | Integrating, and developing a high proﬁle for AT within the County in consultation with the CCAT. |
|  |  | 7.8 | Monitoring and developing greater participation in Vocational Qualifications for Adult staff and cadets. |
|  |  | 7.9 | Direct liaison with the ACFA DofE Panel, the ACFA First Aid Panel, the ACFA Shooting Committee, CTC Frimley Park and the CTT. |
|  |  | 7.10 | Monitoring and evaluating the County PR, media and marketing output in conjunction with the Chief of PR (ACF) and the RFCA. |

\* County Specific

**CURRICULUM VITAE PROFORMA**  
*(When completed it is not to exceed two sides of A4)*

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| **PERSONAL DETAILS** | | | | | | | | | | | |
| Name: | | | |  | | | | | | DOB |  |
| No: |  | | | Sub Rank |  | | Acting Rank | | |  | |
| Education: | | |  | | | | | | | | |
| Military, tertiary and professional/technical Qualifications: | | |  | | | | | | | | |
| Home Address | | |  | | | Telephone | |  | | | |
| Facsimile | |  | | | |
| Mobile | |  | | | |
| E-mail | |  | | | |
| Hobbies and Sports | | |  | | | | | | | | |
| **REGULAR / RESERVE ARMY MILITARY CAREER** | | | | | | | | | | | |
| Current  Appointment | | |  | | | | | | | | |
| Previous  Appointments | | |  | | | | | | | | |
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| **ARMY CADET FORCE CAREER** | | | | | | | | | | | |
| Current  Appointment | | |  | | | | | | | | |
| Previous  Appointments | | |  | | | | | | | | |
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| **CIVILIAN CAREER** | | | | | | | | | | | |
| Profession | | |  | | | | | | | | |
| Current Employment | | |  | | | | | | | | |
| Previous Civilian  Employment | | |  | | | | | | | | |
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| **PERSONAL QUALITIES** | | | | | | | | | | | |
| Signed: | |  | | | | | | | Date |  | |