

VACANCY FOR DEPUTY COMMANDANT (2) - MERSEYSIDE ARMY CADET FORCE

Introduction

1. There is a vacancy now for the Deputy Commandant (2) within Merseyside Army Cadet Force. The normal place of duty for this post will be the Headquarters of Merseyside ACF which is situated in Altcar Training Camp, L38 7JD. The HQ staff parade on a Saturday, with occasional weekday evening work as directed by the Commandant.

County Organisation

2. Merseyside ACF comprises 32 detachments which are divided into four Companies. The County has over 750 Cadets with 185 Cadet Force Adult Volunteers (Officers and Adult Instructors) on strength.

Role

3. The post of Deputy Commandant is a voluntary appointment. However, the successful applicant will receive remuneration appropriate to the rank of Lieutenant Colonel as per the current Volunteer Allowance scheme for weekends, courses and camps (currently up to 28 days). In addition, payment for residence to place of duty and motor mileage allowances may be claimed when on official ACF duty.

4. The successful candidate for this appointment will work in close liaison with the CTO and Company Commanders, the CEO and QM. He or she will be primarily concerned with the management and welfare of Cadets and Adults under Command. To facilitate this, direct support to the command staff in the production of the staff work and administration surrounding the G1 and G4 staff functions will be necessary. Knowledge of the concepts of military administration would be extremely useful.

5. Candidates need to be equally conversant and comfortable with staff work and, in the absence of the Commandant, complete the liaison with military headquarters and other high profile outside agencies.

Tenure

6. The tenure of appointment will be initially for three years and may be extended with the recommendation of the RPoC 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.

Candidate Eligibility

7. This appointment is open to commissioned officers (whether serving or retired) from the Regular Army, the Reserve, or the Cadet Forces who have ideally reached the rank of Major or above.

8. It is a requirement of the post that a Disclosure and Barring Service (DBS) "Enhanced Disclosure" is obtained prior to appointment.

Selection

9. Cadet Deputy Commandants are selected by a panel chaired by the RPoC Commander and are appointed by the MOD. They are under the operational command of the Commander.

Pre Interview Preparation

10. Applicants are most strongly advised to visit the County HQ, NW RFCA and Cadets Branch Brigade Headquarters prior to interview. The interview will take place at Fulwood Barracks on **04 May 2017**. Detailed timings will be as arranged with the Military Secretary closer to the date.

Application Procedure

11. Applications by letter and a personal statement, explaining your motivation for applying for the appointment and what you hope to achieve in post, should be sent to the Military Secretary by **noon 10 April 2017** 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 NW, Fulwood Barracks, Preston Lancs PR2 8AA.
- Office Manager NW RFCA, Alexander Court, 28 Alexander Drive, Aigburth. Liverpool L17 8YE.
- CEO Merseyside Army Cadet Force, St Georges ACF Centre, Altcar Rifle Range, Hightown Liverpool, L38 7JD.
- The SO2 MS Res is Maj Helena Roberts contactable via 01772 260 358 / 302.

H Roberts

H Roberts
Maj
SO2 MS Reserve, HQ NW

DEPUTY CADET COMMANDANT (2) MERSEYSIDE 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 if the Deputy Cadet Commandant (1) is unavailable.
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.
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*	Identification, selection and management of potential officers.
		3.6*	With the Training Major, support and contribute to the County Induction process for all new adult recruits.
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.
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.
		7.11*	Convene and attend County Selection Boards in order to select and administer successful candidates for Honours and Awards such as the Lords Lieutenant's Certificate and other civil or military awards deemed appropriate.
		7.12*	With the CEO act as the County point of contact for Op REFLECT – WW1 commemoration projects.
		7.13*	With the CEO act as the County point of contact for local Civic and Community meetings.
		7.14*	Directly support the Commandant as the NW Region Sports Secretary. Convene and act as Vice Chair for the bi-annual NW Sports meetings.
		7.15*	Other tasks, within his/her experience and capabilities, as laid down by the Cadet Commandant.
		7.16*	Develop and deliver Organisational change as directed by the Cadet Commandant.

* County Specific

PROTECT – PERSONAL DATA

(when completed)

CURRICULUM VITAE PROFORMA

(When completed it is not to exceed two sides of A4)

PERSONAL DETAILS						
Name:					DOB	
No:		Sub Rank		Acting Rank		
Education:						
Qualifications:						
Home Address		Telephone				
		Facsimile				
		Mobile				
		E-mail				
Hobbies and Sports						
REGULAR / RESERVE ARMY MILITARY CAREER						
Current Appointment						
Previous Appointments						
ARMY CADET FORCE CAREER						
Current Appointment						
Previous Appointments						
CIVILIAN CAREER						
Profession						
Current Employment						
Previous Civilian Employment						
REFERENCES						
<i>Please give details of two referees. One must be your current ACF line manager / military reporting officer .</i>						
KEY SKILLS (Relation to ACF / Military Employment)						
Technical:			Personal:			
Signed:				Date		