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

**Introduction**

1. There is a vacancy now for the Deputy Commandant role within Cumbria Army Cadet Force. The normal place of duty for this post will be the Headquarters of Cumbria ACF which is situated in Ypres Block, The Castle, Carlisle. The HQ staff parade do not parade on a regular evening, but the Commandant’s office hours are Mondays from 08:30 to 12:00 and occasional Wednesdays from 19:00 to 21:00.

**County Organisation**

2. Cumbria ACF comprises 20 detachments which are divided into three Companies. The County has over 300 Cadets with 90 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 Commandant, CTO and Company Commanders, 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 Late Oct / Early Nov2017. 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 Oct 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 Cumbria Army Cadet Force, Ypres Block, The Castle, Carlisle CA3 8UR. Tel 01228 516225.
* The SO2 MS is Mr Jon Holden contactable on 01772 260 358. SO2 MS Res is Maj Helena Roberts contactable on 01772 260 358 / 302.

H Roberts

H Roberts

Maj

SO2 MS Reserve, HQ NW

**DEPUTY CADET COMMANDANT CUMBRIA 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 or her by the Commandant.

**Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Ser | Duty | Ser | Task |
| 1 | **Deputising** | 1.1 | Deputising for the Cadet Commandant in his or her 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 |
| 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. |
| 4 | **Training** | 4.1 | Monitoring the effectiveness of Area and Detachment training and APC(ACF) achievement. |
|  |  | 4.2 | Drafting and 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 external events. |
|  |  | 7.2\* | Managing and chairing regular meetings of the County Training Team. |
|  |  | 7.3 | Advising on all aspects of safe training policy and practice. |
|  |  | 7.4 | Ensuring that CFAV and cadet training opportunities are well communicated and understood. |
|  |  | 7.5 | Integrating and developing a high proﬁle for AT within the County in consultation with CCAT. |
|  |  | 7.6 | Monitoring and developing greater participation in Vocational Qualifications for Adult staff and cadets. |
|  |  | 7.7 | Conducting direct liaison with the ACFA DofE Panel, the ACFA First Aid Panel, the ACFA Shooting Committee, CTC Frimley Park and the CTT. |
|  |  | 7.8\* | Planning and coordinating Annual Camp and Easter AT Camp. |
|  |  | 7.9\* | Undertaking the role of Adjutant to the Commandant at Annual Camp. |

\* 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: | | |  | | | | | | | | | |
| 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 | | |  | | | | | | | | | |
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| **REFERENCES** | | | | | | | | | | | | |
| *Please give details of two referees. One must be your current ACF line manager / military reporting officer .* | | | | | | | | | | | | |
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| **KEY SKILLS** (Relation to ACF / Military Employment | | | | | | | | | | | | |
| Technical: | | | | | | | Personal: | | | | | |
| Signed: | |  | | | | | | | | Date |  | |