**VACANCY FOR COMMANDANT – ISLE OF MAN ARMY CADET FORCE**

**Introduction**

1. A vacancy will occur in Jun 18 for the appointment of Commandant Isle of Man Army Cadet Force. The normal place of duty for this post will be the Headquarters of IOM ACF which is situated in Tromode Road, Douglas, Isle of Man, IM2 5PA. SENTENCE DELETED A copy of the full job specification extracted from the ACF Manual is attached to this vacancy notice.

**County Organisation**

2. Isle of Man ACF comprises 6 detachments. The County has over 70 Cadets with 20 Cadet Force Adult Volunteers (Officers and Adult Instructors) on strength.

**Role**

3. The post of Commandant is a voluntary appointment. However, the successful applicant will receive remuneration appropriate to the rank of Major as per the current Volunteer Allowance scheme for weekends, courses and camps (currently up to 43 days). In addition, payment for residence to place of duty and motor mileage allowances may be claimed when on official ACF duty.

4. The ACF Cadet Commandant is the Commanding Officer of the ACF within the geographical limits of his command. His role is to command, train and administer the County effectively, efficiently, and safely, within budget as directed by Commander Headquarters North West. .

5. Commandant Isle of Man ACF is under the operational command (OPCOM) Commander Headquarters North West.

**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 Lieutenant Colonel 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 DELETED)Commandants are selected by a panel chaired by the RPoC Commander and are appointed by the MOD.

**Pre Interview Preparation**

10. Applicants are most strongly advised to visit the County HQ, NW RFCA and Cadets Branch Headquarters North West prior to interview. The interview will take place at Fulwood Barracks on **XX XXX 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 XX Sep 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 / 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 Isle of Man Army Cadet Force, Tromode Road, Douglas, Isle of Man, IM2 5PA.
* 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

**CADET COMMANDANT ISLE OF MAN ACF – JOB DESCRIPTION**

**General**

The Cadet Commandant commands all officers, adult instructors and Cadets within the Isle of Man. The post holder reports directly to Commander Headquarters North West, and carries out the duties specifically assigned to him by the Commander.

**Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Ser | Duty | Ser | Task |
| 1 | **Command** | 1.1 | Command all personnel within the county in accordance with:   * ACF Regulations. * All relevant military pamphlets and current health and safety legislation. * RC HQ Command, Brigade and RFCA Standing Orders and Instructions. |
|  |  | 1.2 | Command all Officers within the Isle of Man in accordance with ACF Regulations. |
|  |  | 1.3 | Managing the training and development of all Officers and AI. This includes the mentoring of newly commissioned officers through the Junior Officer Course or selecting a suitably senior representative to do so. |
|  |  | 1.4 | Holding regular briefings and conferences with Senior HQ Staff to ensure that effective communication is maintained throughout the County. |
| 2 | **Assurance** | 2.1 | Acting as the Delivery Duty Holder (DDH). Ensuring that safe training for cadets is conducted as prescribed in the APC (ACF) syllabus, training manuals and [**AC72008 Cadet Training Safety Precautions.**](https://www.defencegateway.mod.uk/linkedfiles/reference_portal/cadets/refdocs_forms/ac72008_ctsp/cadettrgsafetyprecautions2014.pdf) |
|  |  | 2.2 | Ensuring that Health and Safety and Safeguarding regulations have the highest priority with all CFAVs.  Ensuring that security guidelines and policies are being implemented and adhered to. |
|  |  | 2.3 | Maintaining the welfare of all Officers, AI and cadets in the Isle of Man while attending ACF activities. |
| 3 | **Recruiting and appointing** | 3.1 | Recruiting and selecting Officers and AI to Establishment. |
|  |  | 3.2 | Appointing suitably qualified Officers and AI to all appointments within the Isle of Man. |
|  |  | 3.3 | Planning and maintaining a key personnel succession plan. |
|  |  | 3.4 | Enhancing the retention of Senior cadets in the Isle of Man. |
| 4 | **Training** | 4.1 | Ensuring that an appropriate balance is maintained between military, adventurous and citizenship training. |
|  |  | 4.2 | Promoting physical recreation, sport and adventure training in addition to traditional military skills. |
|  |  | 4.3 | Encouraging and overseeing the island’s involvement in the Duke of Edinburgh’s Award Scheme and the BTEC Scheme. |
|  |  | 4.4 | Planning, attending and controlling Annual Camp. |
|  |  | 4.5 | Attending island and Area Training and island & Regional Sports events. |
| 5 | **Finance** | 5.1 | Producing a costed business plan for the Isle of Man ACF to enable it to be efficient, effective and within budget. |
|  |  | 5.2 | Ensuring all public and non-public funds within the unit are run within regulations and audited annually as agreed with regional RFCA. |
| 6 | **Liaison with RFCA about:** | 6.1 | Performance and tasking of the HQ Permanent staff. |
|  |  | 6.2 | Administration of the island's ACF. |
|  |  | 6.3 | Accommodation |
|  |  | 6.4 | Transport |
|  |  | 6.5 | Recruiting |
|  |  | 6.6 | Honours and Awards |
| 7 | **Liaison with**  **ACFA about:** | 7.1 | Duke of Edinburgh’s Award. |
|  |  | 7.2 | BTEC Scheme. |
|  |  | 7.3 | Sport. |
|  |  | 7.4 | Citizenship Training. |
|  |  | 7.5 | First Aid. |
|  |  | 7.6 | Bands/Corps of Drums. |
|  |  | 7.7 | ACFA Collective Insurance Scheme. |
|  |  | 8.1 | Promoting the ACF within the community, enhancing the awareness of the Army and keeping the island in the public eye by fostering effective Public Relations. |
|  |  | 8.2 | Representing the Isle of Man ACF within the local community. |
| 8 | **Representation and liaison** | 8.3 | Liaising and fostering links with the local Civic Community, including The Lieutenant Governor, Mayors and other civic leaders. |
|  |  | 8.4 | Maintaining close links with the Army, (Regular and Reserve) locally, including the CTT, and also the CCF, SCC and ATC. |
|  |  | 8.5 | Establishing new detachments in areas where potential exists, arranging the resources to support them and closing detachments which are no longer sustainable. |
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**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 | | |  | | | | | | | | | |
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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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| **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 |  | |