

## **VACANCY FOR DEPUTY COMMANDANT - LANCASHIRE ARMY CADET FORCE**

### **Introduction**

1. There will be a vacancy for the Deputy Commandant within Lancashire Army Cadet Force in September 2019. The normal place of duty for this post will be the Headquarters of Lancashire ACF which is situated in Chindits Way, Preston, PR2 8DG. The HQ staff parade on a Saturday, with occasional weekday evening work as directed by the Commandant.

### **County Organisation**

2. Lancashire ACF comprises 33 detachments which are divided into 4 Companies. The County has around 1000 Cadets with 180 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, 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.

6. Deputy Commandant Lancashire ACF is under the operational command (OPCOM) of Commander Headquarters North West.

### **Tenure**

7. 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. Incumbents will be required to retire on reaching the age of 65 if other suitable candidates are available.

### **Candidate Eligibility**

8. 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.

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

### **Selection**

10. Cadet Deputy Commandants are selected by a panel chaired by the RPoC Commander and are appointed by the MOD.

## Pre Interview Preparation

11. Applicants are most strongly advised to visit the County HQ, NW RFCA and Cadets Branch RPoC Headquarters prior to interview. The interview is in two parts and is anticipated to take place at Fulwood Barracks on **Mon 20 May 2019**. Detailed timings will be arranged closer to the date.

## Application Procedure

12. 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 SO2 MS/SO2 Plans by **noon 1 May 2019** and copied to the NW RFCA and County (see below). The application must be accompanied by a CV in the attached format. Any email correspondence should be sent to [NWHQ-Pers-OMS-Mailbox@mod.gov.uk](mailto:NWHQ-Pers-OMS-Mailbox@mod.gov.uk).

- SO2 MS / SO2 MS Res HQ NW, Fulwood Barracks, Preston Lancs PR2 8AA.
- Office Manager NW RFCA, Gladstone House, Altcar Training Camp, Hightown, Liverpool, L38 8AF.
- CEO Lancashire Army Cadet Force, Chindits Way, Preston, PR2 8DG.
- The SO2 MS is Mr Jon Holden contactable on 01772 260 276. SO2 Plans FB is Maj Helena Roberts contactable on 01772 260 070.

## H Roberts

H Roberts  
Maj  
SO2 Plans FB, HQ NW

## DEPUTY CADET COMMANDANT LANCASHIRE ACF – JOB DESCRIPTION

### General

Duty Location	Reports To	Rank Range
County HQ	Cadet Commandant	Lt Col

### Eligibility

Rank	Qualifications	Experience
Lt Col	Selected iaw sect 2.3.7.8 of the ACF Cadet Force Regulations	Selected iaw sect 2.3.7.8 of the ACF Cadet Force Regulations

### 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
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	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	Ensure the Cadet Experience is delivered to the senior cadets and select cadets for CLC, MC, overseas exchanges and awards.
		7.12	Support County Specialist Officers in their delivery of the Cadet Experience.

**PROTECT – PERSONAL DATA**

(when completed)

**CURRICULUM VITAE PROFORMA**

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

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