

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

### **Introduction**

1. There will be a vacancy in December 2019 for Commandant 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 do not currently 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 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 ACF Cadet Commandant is the Commanding Officer of the ACF within the geographical limits of his command. His or her role is to command, train and administer the County effectively, efficiently, and safely, within budget as directed by Commander Headquarters North West.

5. Commandant Cumbria 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 Lt 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 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 Brigade Headquarters prior to interview. The interview will take place at Fulwood Barracks on **10 December 2018**. 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 26 November 2018** 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 Plans FB, HQ NW, Fulwood Barracks, Preston Lancs PR2 8AA.
- Office Manager NW RFCA, Gladstone House, Altcar Training Camp, Hightown, Liverpool, L38 8AF.
- 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 260 276. SO2 Plans FB is Maj Helena Roberts contactable on 01772 260 070.

## H Roberts

H Roberts  
Maj  
SO2 Plans FB, HQ NW

## Cadet Commandant Cumbria ACF

### General

Duty Location	Reports To	Rank Range
County HQ	Commander Headquarters North West	Maj - Col

### Eligibility

Rank	Qualifications	Experience
Maj - Col	Selected iaw sect 2.3.7.9 of the ACF Cadet Force Regulations	Selected iaw sect 2.3.7.9 of the ACF Cadet Force Regulations

### Responsibilities

Ser	Duty	Ser	Task
1	Command	1.1	Command all personnel within the county in accordance with: <ul style="list-style-type: none"> <li>ACF Regulations.</li> <li>All relevant military pamphlets and current health and safety legislation.</li> <li>RC HQ Command, Brigade and RFCA Standing Orders and Instructions.</li> </ul>
		1.2	Command all Officers within the county 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 County 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 <b>AC72008 Cadet Training Safety Precautions</b> .
		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 County 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 County.
		3.3	Planning and maintaining a key personnel succession plan.
		3.4	Enhancing the retention of Senior cadets in the County.
		3.5*	Ensuring that detachments carry out coordinated cadet recruiting plans across the county.
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 County'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 County and Area Training and County & Regional Sports events.
5	Finance	5.1	Producing a costed business plan for their ACF County 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 County Permanent staff.
		6.2	Administration of the County.
		6.3	Accommodation.
		6.4	County 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	Representation and liaison	8.1	Promoting the ACF within the community, enhancing the awareness of the Army and keeping the County in the public eye by fostering effective Public Relations.
		8.2	Representing the ACF County within the local community.
		8.3	Liaising and fostering links with the local Civic Community, including Lord Lieutenants, Deputy Lieutenant, High Sheriffs and Mayors.
		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.
		8.6*	Generating positive public relations stories about the County in conjunction with the Public Relations Officer.

\* County Specific

**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</b> (Relation to ACF / Military Employment)						
Technical:			Personal:			
Signed:				Date		