

VACANCY FOR COMMANDANT – MERSEYSIDE ARMY CADET FORCE

Introduction

1. There will be a vacancy now for a Commandant 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 Thursday, 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 600 Cadets with 142 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), although it is acknowledged that the appointment will require considerably more time. 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 their 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. The successful candidate will work in close liaison with the Colonel Cadets, Deputy Commandants, RSML, the Company Commanders, the CEO and QM.

5. Candidates need to be equally conversant and comfortable with staff work and liaison with military headquarters and other high profile outside agencies. Knowledge of the concepts of military administration would also be extremely useful.

6. Commandant Merseyside 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 by the RPoC Commander for a further period of up to two years, but 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 Lt Col or above as per ACF Regulations Para 2.3.7.3.14. Candidates who have not reached this rank will be required to serve in the rank of Lt Col.

9. It is a requirement of the post that a Disclosure and Barring Service (DBS) "Enhanced Disclosure" is obtained prior to appointment and the Senior Officers Course is completed within one year of appointment.

Selection

10. Cadet 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 will take place at Fulwood Barracks on **27 or 28 April 2020**. Detailed timings will be as 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 **0900hrs Wed 15 April 20** and copied to NW RFCA (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

- 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
- 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 MERSEYSIDE ACF – JOB DESCRIPTION

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"> 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 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 AC72008 Cadet Training Safety Precautions .
		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.
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.

* 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 names, post & email addresses 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	