**Cadet Commandant**

**General**

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| **Duty Location** | **Reports To** |
| County HQ | Brigade Commander |

**Eligibility**

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| **Rank** |
| Col-Maj |

**Responsibilities**

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| **Ser** | **Duty** | **Ser** | **Task** | |
| 1 | Command | 1.1 | Command all personnel within the county in accordance with:  a. ACF Regulations.  b. All relevant military pamphlets and current health and safety legislation.  c. 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. |