**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.  |