**Deputy Cadet Commandant**

**General**

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| **Location**  | **Reports To**  |
| County HQ  | Cadet Commandant  |

**Eligibility**

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| **Rank**  | **Qualifications**  | **Experience**  |
| Lt Col  | Eligible for promotion to Maj iaw para 2.2.6.2.2.a(2)  | Planning and organising. Solving problems. Making decisions. Communicating orally and in writing. Motivating, and maintaining the morale of, Cadets and adult volunteers. Managing change. Assessing and managing risk.  |

**Responsibilities**

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| **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.  |