#### County Deputy Cadet Commandant

#### General

|  **Location** | **Reports To** | **Rank Range** | **Appointment Type** |
| --- | --- | --- | --- |
|  |  | Lt Col | Primary  |

#### Eligibility

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | Must have held a Land Forces or Cadet Forces CommissionSelected iaw CFSO on Senior Adult Volunteer Appointments | Significant CFAV experience or work in the voluntary or youth sectorAttendance in last three years at the Senior Officers Course at CTC Frimley ParkHave held the role of Deputy Commandant |

#### Skills and experience

|  |  |  |
| --- | --- | --- |
| **Personal skills and experience** | Effective Intelligence | Ability to plan, to solve problems and seek alternate options for solutions in a youth organisation that carries out a wide range of activities, some with ‘risk to life’ activities |
| Judgement | Able to assess and managing risk, including the safeguarding of young people |
| Power of Communication | Strong inter-personal, team building communication skills with a wide range of stakeholders including volunteers, professional support staff, the Army and other sServices, RFCAs, business and civic leaders, educationalists, parents and children |
| Values / Courage and Values | Strong personal values, along with a detailed understanding of the core values and standards of the Army’s Cadets. Good understanding of contemporary issues e.g. BAME, Diversity and Inclusion |
| Reliability | While a voluntary role, must be able to commit sufficient time to carry out role effectively |
| Technical / General experience | Understanding of military administration and reports, including financial; Experience of working with young people and volunteers |
| Staff and Command | Ability to command, motivate and lead volunteers in a military themed youth organisation, supported by a civilian team |
| Subordinate development | Ability to identify and develop CFAVs, including for Cadet Force commission |

#### Role Responsibilities

| **Ser** | **Main Activities** | **Ser** | **Key Tasks / Responsibilities** |
| --- | --- | --- | --- |
| 1 | Leadership, Management and Supervision | 1.1 | Deputise for the Cadet Commandant in their absence. |
| 1.2 | Identify and advise the Commandant on strengths and areas for development within the County, including Areas and Detachments  |
| 1.3 | Advise on the deployment, development and discipline of CFAVS and Cadets within the County. |
| 2 | Training/Delivery Planning / Organisation | 2.1 | Assist in the planning and delivery of county activities in order to deliver the best possible Cadet Experience |
|  | 2.2 | Contribute to the County Annual Forecast of Events |
| 3 | Administration | 3.1 | Command the county, ensuring that primary and secondary roles are recruited to, that training and development of CFAV is in place and that identification, selection and mentoring of newly appointed postholders is in place, including candidates for CFCB |
| 4 | Attendance | 4.1 | Attend and contribute to county command conferences |
| 4.2 | Attend annual and weekend camps. |
| 4.3 | Attend the CTC Frimley Senior Officers course within one year of appointment  |
| 4.4 | Attend other activities as required e.g. RPoC commandant conferences, civic engagements |
| 5 | Governance | 5.1 | Ensure that all activities are delivered within a safe operating envelope |
| 5.2 | Monitor and maintain the welfare of all CFAV and Cadets while attending ACF activities |
| 5.3 | Ensure that security policies and guidelines are adhered to. |
| 5.4 | Maintain personal Governance qualifications: Responsible for Information, annual Safeguarding update, and annual test on AC 72008 CTSP(red book) |
| 5.5 | Support training governance and assurance activities, which may include co-ordinating and attending relevant meetings, and ensuring compliance with CFSO 3248 and 3249 |
| 6 | Safeguarding | 6.1 | Ensure that all safeguarding activities are carried out including training, INCREPs and annual refresher training |
| 7 | Relationship, Collaboration, Advocacy | 7.1 | Develop a close and effective working relationship with the County Commandant |
| 7.2 | Work closely with the county professional support staff, and Senior CFAVs within the County |
| 7.3 | Promote and Represent the ACF within local communities.  |
| 7.4 | Maintain good relationships with local Regular and Reserve Army units and other cadet organisations including the CCF |
| 8 | Assurance/accountability | 8.1 | Monitor and report on the effectiveness of Area and Detachment training and activities, including progression of cadets through the Army cadet Syllabus |
| 8.2 | Conduct audits and inspections as directed by the County Commandant |
| 9 | Additional Duties – subject to Commandants direction. | 9.1 | Coordinating and managing all external events. |
| 9.2 | Representing the County in all Defence Relationship Management activities. |
| 9.3 | The management of the County Training Team. |
| 9.4 | Line management of County SMEs appointed by the Commandant. |
| 9.5 | Chairing regular meetings of the County Training Team. |
| 9.6 | Ensuring that CFAV and cadet training opportunities are well communicated and understood. |