Drumshoreland House
Broxburn
West Lothian
EH52 5PD

10 October 2025 Ref:G1/20251010/AC

CALL FOR APPLICATIONS FOR ASSISTANT COMMANDANT, LOTHIAN AND BORDERS BATTALION ACF

1. Applications for the volunteer role of Assistant Commandant in Lothian and Borders Battalion ACF are invited from suitably qualified and experienced individuals. A volunteer role description is attached to this calling notice. A summary of the volunteer role application process is also available from the undersigned where the candidate does not have access to the Defence Gateway.

2. Before applying, candidates should confirm that they meet all the requirements for membership of the Army Cadets as set out in AC 14233 The Army Cadet Force Regulations. Exceptionally, candidates with extensive senior leadership experience in other youth, community or voluntary sectors will be considered. It is also a requirement of all volunteer roles in the Army Cadets that an enhanced disclosure check is completed prior to appointment if this has not already been requested through a MOD organisation.

3. Candidates should submit a letter including a 250-word personal statement setting out the relevant skills and experience that would qualify this for this role. Candidates should also complete an application form and provide references from two individuals using the attached reference form. Once completed, these should all be sent to the CEO, Lothian and Borders Bn ACF (e-mail: lo-lb-ceo@rfca.org.uk). Candidates should also arrange for a letter supporting their application from their JMC commander, colonel cadets, contingent commander or commandant as appropriate.

4. Applications must be submitted by **12:00** on **07/11/2025**. Submissions made after this time may not be accepted.

5. It is expected that interviews for this volunteer role will take place within two weeks of the application closing date at Drumshoreland House Cadet Training Centre or online, and the successful candidate will be notified shortly after that date.

6. This volunteer role is a primary appointment initially for a three-year period. You will transfer to Lothian and Borders Battalion for administration purposes while in the volunteer role. Allowable expenses can be reimbursed. Volunteer Allowance (VA) may be claimed for certain approved activities, up to 28 days per year subject to prior approval. The rules on expenses and VA are covered in AC14233 The Army Cadet Force Regulations for members of both the CCF Army Section and the ACF.

8. Applicants must note that this appointment is rank ranged **up to Major**. On successful appointment to this role, the volunteer will retain their current rank within the rank range. There is **no** automatic promotion to the highest rank in the range on appointment; however, promotion by one rank from their start rank may be possible during the appointment where the individual meets all the requirements for that promotion.

Regards,



Colonel Stephen Gowland
Commandant
Lothian and Borders Battalion Army Cadet Force

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cc.

CEO
DepCom