COUNTY – Assistant Cadet Commandant

General

Location	Reports To	Rank Range	Appointment Type
County HQ	County Commandant	Major	Primary

Initial three-year appointment, extendable by two years following review by commandant if in best interests of the ACF.

Eligibility

	Essential	Desirable
Qualifications	Must have held a Land Forces or Cadet Forces Commission. Must have served in a field officer rank.	Significant CFAV experience or work in the voluntary or youth sector

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 services, 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 / Overall 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 Deputy 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 to deliver the best possible Cadet Experience.
		2.2	Contribute to the County Annual Forecast of Events.
3	Administration	3.1	Contribute to returns and reports as directed by the Commandant.
4	Attendance	4.1	Attend and contribute to county command conferences.
		4.2	Attend annual and weekend camps.
		4.3	Attend other activities as required e.g. commandant conferences, civic engagements.
		4.4	Not used.
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 any other mandatory training requirements.
		5.5	Lead 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	Everyone who works with children has a responsibility for keeping them safe. Must take prompt action when you identify any concern about the wellbeing of any child and must seek advice if unsure. Such action will always include informing the County CEO of the concern. Must call 999 immediately if there is an imminent risk of harm to a child. It is a personal responsibility for ensuring Disclosure Certificate clearance and Safeguarding training is in-date.
		6.2	Must seek out and engage with opportunities to invest in an appropriate, child centred culture in area of responsibility. This will involve prioritising the wellbeing and lifelong success of young people, and robustly addressing inappropriate behaviours and values.
		6.3	Must remain familiar with and apply the regulations around safe recruitment in the Army Cadets and follow these principals and policies.
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 effective implementation of the Army Cadet Safety Management System in relation to Area and Detachment training and activities.

		8.2	Conduct audits and inspections as directed by the County Commandant.
9	Additional Duties – subject to Commandant's direction	9.1	Coordinating and managing external events.
		9.2	Representing the County.
		9.3	Line management of County SMEs appointed by the Commandant.
		9.4	Chairing regular meetings as directed by the County Commandant.
		9.5	Ensuring that CFAV and cadet training opportunities are well communicated and understood.
		9.6	Preparation and submission of awards and recognition nominations.
		9.7	Not used.