

Role Specifications - ACF Cadet Commandant

Duty Location	Reports To	Rank Range
County HQ	Brigade Commander	Colonel

Responsibilities

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 officer's 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 <u>AC72008 Cadet Training Safety Precautions</u>
		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
		8.1	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	Representation and liaison	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 RAF AC
		8.5	Establishing new detachments in areas where potential exists, arranging the resources to support them and closing detachments which are no longer sustainable