

From:

**Lt Cdr (Retd) A Pringle MCGI**  
Chief of Staff  
Director of Youth and Cadets



**Reserve Forces' and Cadets' Association  
for Greater London**

See distribution

4 January 2021

**VACANCY FOR CADET COMMANDANT  
GREATER LONDON SOUTH EAST SECTOR ARMY CADET FORCE**

A vacancy has occurred for a Cadet Commandant of Greater London South East Sector Army Cadet Force based at Hollyhedge House, Wat Tyler Road, Blackheath, London SE3 0QZ. The Sector currently comprises 22 detachments in 3 Company areas with 725 cadets and 131 officers and adult instructors on strength.

The post of Cadet Commandant is a voluntary appointment; a generic role description is attached. The successful applicant may be granted the unpaid acting rank of Colonel, with the paid rank of Cadet Force Lieutenant Colonel, eligible for a number of days per annum under the Volunteer Allowance scheme. In addition, payment for residence to place of duty and motor mileage allowances may also be claimed when on official ACF duty.

Candidates would have previously held the rank of at least Major in the Cadet Forces, Reserves or Regulars. Support of their current chain of command is a requirement; a reference must be supplied by their current or most recent Commanding Officer or Commandant. Failure to do so will result in the application not being considered. Ex-Regular and Reserve officer candidates are strongly advised to familiarize themselves with current cadet issues as well as sector specific issues.

HQ London District is requested to advertise this vacancy widely among the London based Army Reserve units. Similarly DCEs for East Anglia, East Midlands and South East RFCAs are requested to advertise this vacancy among Army Reserve units adjacent to London.

Application forms may be obtained from the undersigned and when completed must be submitted with a covering letter. A CV of not more than 2 pages may also be submitted:

Closing date for applications is **Friday 5 February 2021** with interviews scheduled to take place at the earliest opportunity thereafter chaired by Deputy Commander HQ London District. In the current COVID-19 restrictions it is highly likely that the interview will be held virtually

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Reserve Forces' and  
Cadets' Associations

**Distribution:**

Council of RFCAs for Director Cadets & Youth  
All RFCAs for CE and DCE  
HQ ACFA for General Secretary  
HQ Regional Command for Cadets Branch and SO2 Westminster  
HQ London District for Deputy Commander, Colonel Cadets, SO2 Cadets and SO2  
G1/G4  
All London ACF Sector Commandants and Deputy Commandants  
Cadet Training Centre for Commandant and ACF National Training Advisor

**Internal:**

All CEOs

## ROLE DESCRIPTION - COMMANDANT

- Command all personnel within the county in accordance with:
  - ACF Regulations.
  - All relevant military pamphlets and current health and safety legislation.
  - RC HQ Command, Brigade and RFCA Standing Orders and Instructions.
- Command all Officers within the county in accordance with ACF Regulations.
- Managing the training and development of all Officers and AI. This includes the mentoring of newly commissioned officers through the Junior Officer Course or selecting a suitably senior representative to do so.
- Holding regular briefings and conferences with Senior County Staff to ensure that effective communication is maintained throughout the County.
- 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 **AC72008 Cadet Training Safety Precautions**.
- 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.
- Maintaining the welfare of all Officers, AI and cadets in the County while attending ACF activities.
- Recruiting and selecting Officers and AI to Establishment.
- Appointing suitably qualified Officers and AI to all appointments within the County.
- Planning and maintaining a key personnel succession plan.
- Enhancing the retention of Senior cadets in the County.
- Ensuring that an appropriate balance is maintained between military, adventurous and citizenship training.
- Promoting physical recreation, sport and adventure training in addition to traditional military skills.
- Encouraging and overseeing the County's involvement in the Duke of Edinburgh's Award Scheme and the BTEC Scheme.
- Planning, attending and controlling Annual Camp.
- Attending County and Area Training and County & Regional Sports events.
- Producing a costed business plan for their ACF County to enable it to be efficient, effective and within budget.
- Ensuring all public and non-public funds within the unit are run within regulations and audited annually as agreed with regional RFCA.
- Liaison with RFCA
  - Performance and tasking of the County Permanent staff.about:
- Administration of the County.
- Accommodation
- County Transport
- Recruiting
- Honours and Awards
- Liaison with ACFA
  - Duke of Edinburgh's Award.about:

## Reserve Forces' and Cadets' Association for Greater London

- BTEC Scheme.
- Sport.
- Citizenship Training.
- First Aid.
- Bands/Corps of Drums.
- ACFA Collective Insurance Scheme.
- Representation and liaison
  - 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.
- Representing the ACF County within the local community.
- Liaising and fostering links with the local Civic Community, including Lord Lieutenants, Deputy Lieutenant, High Sheriffs and Mayors.
- Maintaining close links with the Army, (Regular and Reserve) locally, including the CTT, and also the CCF, SCC and ATC.
- Establishing new detachments in areas where potential exists, arranging the resources to support them and closing detachments which are no longer sustainable.