**JOB SPECIFICATION**

**Deputy Cadet Commandant**

**Army Cadet Force (DComdt ACF)**

**General**

The Deputy Cadet Commandant is an integral part of the senior management team of the County HQ. The post holder reports directly to the Cadet Commandant and carries out the duties speciﬁcally assigned to them by the Commandant. These duties may change during the tenure of the appointee to allow the Commandant flexibility. The responsibilities below (from the ACF Regulations) demonstrate the range of activities and tasks that may be expected of a Deputy Cadet Commandant although it should be noted that these are shared between two Deputy Cadet Commandants (DC Military Training and DC Support).

**Deputising**:

* Deputising for the Cadet Commandant in their absence.

**Assurance**:

* All matters relating to the management, training and welfare of all ranks.
* Guiding and supporting Area HQs and Detachments in the implementation and administration of current policies and objectives.
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* Advising on the safety and welfare of the Officers, Adult Instructors and Cadets in the Area.
* Visiting County, Area and Detachment activities.
* Monitoring the adult Compulsory Testing.

**Recruiting and appointing:**

* Advising on the deployment, development, discipline of the Officers, Adult Instructors and Cadets in the Area.
* Identifying, with Area Commanders, possible locations for new detachments.
* Identifying strengths and areas for development within the Areas and advising the Cadet Commandant accordingly.
* Building an effective team of staff, having the common purpose of pursuing and achieving excellence in all that is done.

**Training**:

* Monitoring the effectiveness of Area and Detachment training and APC(ACF) achievement.
* Contributing to the production of the County’s Annual Forecast of Events.

**Liaison with County Staff:**

* Attending regular, weekly meetings with the Cadet Commandant and CEO.
* Maintaining regular and effective contacts with the CQM, Training Officer and other County HQ Staff Officers, in person, by email and by telephone.
* Attending, and contributing to, the Cadet Commandant’s conferences and meetings, as identified on the Annual Forecast of Events.

**Liaison with External agencies:**

* Liaising with Regular and Army Reserve units, other cadet and civilian organisations within the County area.
* Ensuring that the County is kept in the public eye, using the County PRO as appropriate.

**Additional duties that may be assigned to Deputy Cadet Commandants:**

* Coordinating and managing all external events.
* Representing the County in all Defence Relationship Management activities.
* The management of the County Training Team.
* Advising on all aspects of safe training policy and practice.
* Chairing regular meetings of the County Training Team.
* Ensuring that CFAV and cadet training opportunities are well communicated and understood
* Integrating, and developing a high profile for AT within the County in consultation with the CCAT.
* Monitoring and developing greater participation in Vocational Qualifications for Adult staff and cadets.
* Direct liaison with the ACFA DofE Panel, the ACFA First Aid Panel, the ACFA Shooting Committee, CTC Frimley Park and the CTT.
* Monitoring and evaluating the County PR, media and marketing output in conjunction with the Chief of PR (ACF) and the RFCA.
* Other tasks, within their experience and capabilities, as directed by the Cadet Commandant.