**VACANCY FOR CADET COMMANDANT DERBYSHIRE ARMY CADET FORCE**

1. A vacancy will arise in September 2022 for the Cadet Commandant with Derbyshire Army Cadet Force, based in Derby. Derbyshire ACF comprises 30 detachments with some 700 cadets and 120 adult volunteers. Potential applicants wishing to seek further information regarding the vacancy should contact the Commandant or Cadet Executive Officer at the following address:

HQ Derbyshire ACF

Army Reserve Centre

Sinfin Lane

Derby

DE24 9GL

Tel No: 01332 772025 Ext 22

Email: em-der-ceo@rfca.org.uk

2. The post of Cadet Commandant is a voluntary appointment, the successful applicant will be, depending on previous experience, granted the acting rank of Lieutenant Colonel and local rank of Colonel, and is entitled to claim the Volunteer Allowance in accordance with current regulations. In addition, residence to place of duty and motor mileage allowances may also be claimed when on official ACF duty.

3. Ideally, although not essential, applicants will have been a commissioned officer in the Regular, Reserve or Cadet Forces. However, applicants with a strong leadership background from the voluntary, youth or community sectors will be considered.

4. Applications for this appointment, consisting of a covering letter and CV, is to be sent to East Midlands RFCA, at the address below. The Secretariat (Brigade MS) reserves the right to contact an applicant’s current employer or Commanding Officer in the case or Regular or Army Reserve applicants, to ask for a reference where this is deemed necessary.

5. The appointment is for an initial term of three years. The post is a ‘Regulated Position’ requiring a Disclosure and Barring Service (DBS) “Enhanced Disclosure” certificate to be produced prior to appointment.

6. A CV using the attached application form, along with a covering letter is to be sent electronically to:

Email: [em-cedep@rfca.mod.uk](mailto:em-cedep@rfca.mod.uk)

Or hard copy to:

Deputy Chief Executive

East Midlands RFCA

Army Reserve Centre

Triumph Road

Nottingham

NG7 2GG

7. The closing date for applications is Friday **17th June 2022**. Applications received after this date will be rejected. The dates for interviews are yet to be finalised, but all applicants who are filtered for interview will be notified in due course. Applicants should indicate any dates during July and August when they will not be available for interview.

**County Cadet Commandant Derbyshire ACF**

**1. General Job Description**

a. Location: Derbyshire. HQ at Sinfin Lane Army Reserve Centre

b. Reports To: Deputy Commander 7 Inf Bde

**2. Qualifications or Experience**

a. Ideally will have held a Land Forces or Cadet Forces Commission at the rank of Major or above or have significant experience or work in the voluntary or youth sector.

**3. Personal skills and experience**

a. 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

b. Judgement: Able to assess and managing risk, including the safeguarding of young people

c. 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

d. 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

e. Reliability: While a voluntary role, must be able to commit sufficient time to carry out role effectively

f. Technical / General experience: Understanding of administration and reports, including financial; experience of working with young people and volunteers

g. Leadership and Mentoring: Ability to lead, motivate and enthuse volunteers in a military themed youth organisation, supported by a civilian team

h. Team development: Ability to identify and develop volunteers, including for Cadet Force commission

**4. Key Responsibilities**

a. Leadership, Management and Supervision – Lead all personnel within the county in accordance with ACF Regulations and other relevant standing orders, instructions and legislation

b. Training/Delivery - Direct training and other county activities in order to deliver the best possible Cadet Experience

c. Administration - Command the county, ensuring that primary and secondary roles are recruited to, that training and development of volunteers is in place and that identification, selection and mentoring of newly appointed post holders is in place, including candidates for ACCB

d. Attendance - Attend and lead county command conferences. Plan and attend annual and weekend camps. Attend the CTC Frimley Senior Officers course within one year of appointment. Attend other activities as required e.g. RPoC commandant conferences, civic engagements.

e. Governance - Ensure that all activities are delivered within a safe operating envelope and monitor and maintain the welfare of all volunteers and Cadets while attending ACF activities.

f. Ensure that security policies and guidelines are adhered to and maintain personal Governance qualifications:

g. Responsible for Information, annual Safeguarding update, and annual test on AC 72008 CTSP(red book). Support training governance and assurance activities, which may include co-ordinating and attending relevant meetings, and ensuring compliance with CFSO 3248 and 3249

h. Safeguarding - Ensure that all safeguarding activities are carried out including training, INCREPs and annual refresher training. 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

**5. Main Activities**

a. 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.

b. Must remain familiar with and apply the regulations around safe recruitment in the Army Cadets and follow these principals and policies.

c. Relationship, Collaboration, Advocacy - Lead and support the volunteers within the county and work closely with the county professional support staff, principally the CEO.

d. Promote and Represent the ACF within local communities. Foster good relationships with Civic bodies within the County whilst developing and maintaining good relationships with local Regular and Reserve Army units and other cadet organisations including the CCF.

**6. Assurance/accountability**

a. Ensure that all relevant inspections are carried out to a satisfactory level and ensure that all public and non-public funds are audited as required (in partnership with the local RFCA)

b. Act as Senior Activity Owner within the County in accordance with Army Cadet Safety Management System and ensure that where authority is delegated, the requirements of ACSMS are complied with