

From:

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



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

30 March 2017

VACANCY FOR CADET COMMANDANT - SOUTH WEST LONDON ARMY CADET FORCE

A vacancy will occur from mid-August 2017 for a Cadet Commandant of South West London Army Cadet Force based at Army Reserve Centre, 27 St John's Hill, Battersea, London SW11 1TT. The Sector comprises 20 detachments in 3 Company areas with over 560 cadets and 98 officers and adult instructors on strength.

The post of Cadet Commandant is a voluntary appointment, a generic job description is attached. The successful applicant may be granted the unpaid acting rank of Colonel, with the paid acting rank of 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 must hold, or have previously held a Regular, Reserve or Cadet Forces commission and most likely have served in the rank of Lieutenant Colonel or above. For those candidates already in either the Reserve or Cadet Forces, the support of their chain of command is a requirement. A reference must be supplied by their current Commanding Officer or Commandant. Failure to do so will result in the application not being considered. Ex-Regular and Reserve officer candidates are strongly urged to familiarize themselves with current cadet issues.

HQ London District is requested to advertise this vacancy widely among the London based Army Reserve units. Similarly DCE 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 and a CV of not more than 2 pages:

Closing date for applications is Friday 5 May 2017 with interviews scheduled to take place on 22 May and chaired by HQ London District.

A Pringle

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CADET COMMANDANT – RESPONSIBILITIES

Command

- Command all personnel within the Sector 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 Sector 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 Sector Staff to ensure that effective communication is maintained throughout the Sector.

Assurance

- 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 Sector while attending ACF activities.

Recruiting and appointing

- Recruiting and selecting Officers and AI to Establishment.
- Appointing suitably qualified Officers and AI to all appointments within the Sector.
- Planning and maintaining a key personnel succession plan.
- Enhancing the retention of Senior cadets in the Sector.

Training

- 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 Sector's involvement in the Duke of Edinburgh's Award Scheme and the BTEC Scheme.
- Planning, attending and controlling Annual Camp.
- Attending Sector and Area Training and Sector & Regional Sports events.

Finance

- Producing a costed business plan for their ACF Sector 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.

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Liaison with RFCA about:

- Performance and tasking of the Sector Professional Support Staff (PSS).
- Administration of the Sector.
- Accommodation.
- Sector Transport.
- Recruiting.
- Honours and Awards

Liaison with ACFA about:

- Duke of Edinburgh's Award.
- 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 Sector in the public eye by fostering effective Public Relations.
- Representing the ACF Sector 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.