**Role Specifications – ACF Deputy Commandant**

**1.7.2.1 General**

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| Duty Location | Reports To | Rank Range |
| County HQ | Cadet Commandant | Lt Col |

**1.7.2.2. Eligibility**

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| Rank | Qualifications | Experience |
| Lt Col |  | Selected iaw CFSO Senior Volunteer Roles Appointments |

**1.7.2.3. Responsibilities**

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| Ser | Duty | Ser | Task |
| 1 | Deputising | 1.1 | Deputising for the Cadet Commandant in their absence. |
| 2 | Assurance | 2.1 | All matters relating to the management, training and welfare of all ranks. |
| 2.2 | Guiding and supporting Area HQs and Detachments in the implementation and administration of current policies and objectives |
| 2.3 | Advising on the safety and welfare of the Officers, Adult Instructors and Cadets in the Area. |
| 2.4 | Visiting County, Area and Detachment activities. |
| 2.5 | Monitoring the adult Compulsory Testing |
| 3 | Recruiting and appointing | 3.1 | Advising on the deployment, development, discipline of the Officers, Adult Instructors and Cadets in the Area |
| 3.2 | Identifying, with Area Commanders, possible locations for new detachments |
| 3.3 | Identifying strengths and areas for development within the Areas and advising the Cadet Commandant accordingly. |
| 3.4 | Building an effective team of staff, having the common purpose of pursuing and achieving excellence in all that is done. |
| 4 | Training | 4.1 | Monitoring the effectiveness of Area and Detachment training and APC(ACF) achievement. |
| 4.2 | Contributing to the production of the County’s Annual Forecast of Events |
| 5 | Liaison with County Staff | 5.1 | Attending regular, weekly meetings with the Cadet Commandant and CEO. |
| 5.2 | Maintaining regular and effective contacts with the CQM, Training Officer and other County HQ Staff Officers, in person, by email and by telephone. |
| 5.3 | Attending, and contributing to, the Cadet Commandant’s conferences and meetings, as identified on the Annual Forecast of Events. |
| 6 | Liaison with External agencies | 6.1 | Liaising with Regular and Army Reserve units, other cadet and civilian organisations within the County area. |
| 6.2 | Ensuring that the County is kept in the public eye, using the County PRO as appropriate. |
| 7 | Additional duties that may be assigned to Deputy Cadet Commandants | 7.1 | Coordinating and managing all external events. |
| 7.2 | Representing the County in all Defence Relationship Management activities. |
| 7.3 | The management of the County Training Team. |
| 7.4 | Advising on all aspects of safe training policy and practice. |
| 7.5 | Chairing regular meetings of the County Training Team. |
| 7.6 | Ensuring that CFAV and cadet training opportunities are well communicated and understood. |
| 7.7 | Integrating, and developing a high profile for AT within the County in consultation with the CCAT. |
| 7.8 | Monitoring and developing greater participation in Vocational Qualifications for Adult staff and cadets. |
| 7.9 | Direct liaison with the ACFA DofE Panel, the ACFA First Aid Panel, the ACFA Shooting Committee, CTC Frimley Park and the CTT. |
| 7.10 | Monitoring and evaluating the County PR, media and marketing output in conjunction with the Chief of PR (ACF) and the RFCA. |