



51st Infantry Brigade and Headquarters Scotland
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VACANCY FOR CADET COMMANDANT BLACK WATCH BATTALION ARMY CADET FORCE

Introduction

1. There is now a vacancy for Cadet Commandant within the Black Watch Battalion ACF. The normal place of duty will be the Headquarters of the Black Watch Battalion ACF which is situated in Queens Barracks, Perth, Scotland. This appointment will take effect as of Monday 2nd August 2021 and will overlap with the existing Commandant for a period of a month to ensure a comprehensive handover can take place.
2. Black Watch Battalion ACF comprises of 22 detachments which are divided into 5 Companies. The Battalion has over 430 cadets with 110 Cadet Force Adult Volunteers (Officers and Adult Instructors) on strength.

Role

3. The post of Commandant is a voluntary appointment. However, the successful applicant will receive remuneration appropriate to the rank of Lieutenant Colonel as per the current Volunteer Allowance regulations currently up to 28 days, although it is acknowledged that the appointment will require considerable volunteering time. In addition, payment for residence to place of duty and motor mileage allowances may be claimed when on official ACF duty.
4. The ACF Cadet Commandant is the Commanding Officer of the ACF within the geographical limits of their command. His or her role is to command, train and administer the County effectively, efficiently, and safely, within budget as directed by RPOC Commander. The successful candidate will work in close liaison with the Colonel Cadets, Deputy Commandants, RSMI, the Company Commanders, the CEO and QM.
5. Candidates need to be equally conversant and comfortable with staff work and liaison with military headquarters and other high profile outside agencies. Knowledge of the concepts of military administration would also be extremely useful.
6. The Cadet Commandant Black Watch Battalion ACF is under the operational command (OPCOM) of Commander Headquarters 51st Infantry Brigade and Headquarters Scotland.

Tenure

7. The tenure of appointment will be initially for three years and may be extended by the RPOC Commander if felt in the best interests of the ACF for a further period of up to two years.

Candidate Eligibility

8. This appointment is open to commissioned officers (whether serving or retired) from the Cadet Forces, Regular Army and Reserve Forces. Exceptionally applicants with extensive senior leadership in other youth, community or voluntary sectors will be considered.

9. It is a requirement of the post that a Disclosure and Barring Service (DBS) "Enhanced Disclosure" is obtained prior to appointment and the Senior Officers Course is completed within one year of appointment.

Selection

10. Cadet Commandants are selected by a panel chaired by the RPOC Commander and are appointed by the MOD.

Pre-Interview Preparation

11. Applicants are most strongly advised to visit the Battalion HQ, RFCA and Cadets Branch RPOC Headquarters prior to interview. The interview will take place at the Headquarters of 51st Infantry Brigade and Headquarters Scotland¹ on Tuesday 13th July 2021. Detailed timings will be arranged closer to the date.

Application Procedure

12. Applications by letter and a 250-word personal statement, explaining your motivation for applying for the appointment and what you hope to achieve in post, should be sent to SO2 Cadets Branch by Friday 18th June 2021. The application must be accompanied by a CV in the attached format and names of two referees provided. Any email correspondence should be sent to:

- Alison.Templeman100@mod.gov.uk

Mob: 07971 925536

Original Signed

C A Cooper
SO3 Cds

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¹ In line with COVID-19 Restrictions at that time Interviews may be held virtually using a MOD Authorised Video Conferencing Platform

Role Specifications - ACF Cadet Commandant

Duty Location	Reports To	Rank Range
County HQ	RPoC Commander	Maj-Col

Responsibilities

Ser	Duty	Ser	Task
1	Command	1.1	Command all personnel within the county in accordance with: <ul style="list-style-type: none"> a. ACF Regulations. b. All relevant military pamphlets and current health and safety legislation. c. RC HQ Command, RPoC and RFCA Standing Orders and Instructions.
		1.2	Command all Officers within the county in accordance with ACF Regulations.
		1.3	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.
		1.4	Holding regular briefings and conferences with Senior County Staff to ensure that effective communication is maintained throughout the County.
2	Assurance	2.1	Ensuring that safe training for cadets is conducted as prescribed in the APC (ACF) syllabus, training manuals and AC72008 Cadet Training Safety Precautions.
		2.2	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.
		2.3	Maintaining the welfare of all Officers, AI and cadets in the County while attending ACF activities.
3	Recruiting and appointing	3.1	Recruiting and selecting Officers and AI to Establishment.
		3.2	Appointing suitably qualified Officers and AI to all appointments within the County.
		3.3	Planning and maintaining a key personnel succession plan.
		3.4	Enhancing the retention of Senior cadets in the County.
4	Training	4.1	Ensuring that an appropriate balance is maintained between military, adventurous and citizenship training.
		4.2	Promoting physical recreation, sport and adventure training in addition to traditional military skills.
		4.3	Encouraging and overseeing the County's involvement in the Duke of Edinburgh's Award Scheme and the BTEC Scheme.
		4.4	Planning, attending and controlling Annual Camp.
		4.5	Attending County and Area Training and County & Regional Sports events.
5	Finance	5.1	Producing a costed business plan for their ACF County to enable it to be efficient, effective and within budget.
		5.2	Ensuring all public and non-public funds within the unit are run within regulations and audited annually as agreed with

			regional RFCA.
6	Liaison with RFCA about:	6.1	Performance and tasking of the County Permanent staff.
		6.2	Administration of the County.
		6.3	Accommodation
		6.4	County Transport
		6.5	Recruiting
		6.6	Honours and Awards
7	Liaison with AFCA about:	7.1	Duke of Edinburgh's Award
		7.2	BTEC Scheme.
		7.3	Sport.
		7.4	Citizenship Training.
		7.5	First Aid.
		7.6	Bands/Corps of Drums.
		7.7	ACFA Collective Insurance Scheme.
8	Representation and liaison	8.1	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.
		8.2	Representing the ACF County within the local community.
		8.3	Liaising and fostering links with the local Civic Community, including Lord Lieutenants, Deputy Lieutenant, High Sheriffs and Mayors.
		8.4	Maintaining close links with the Army, (Regular and Reserve) locally, including the CTT, and also the CCF, SCC and RAF AC.
		8.5	Establishing new detachments in areas where potential exists, arranging the resources to support them and closing detachments which are no longer sustainable.