

**Job Title: Duke of Edinburgh Co-ordinator**

**Person Specification:**

	<b>Job Requirements</b>
<b>Education and qualification</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Full UK driving license with confident in driving minibus</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• Working to or holding a Mountain Leader Qualification</li> </ul>
<b>Knowledge and experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to manage behaviour, using a range of strategies</li> <li>• Experience of working with young people</li> <li>• Experience of involvement in D of E or similar programmes</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children of secondary school age in an outdoor setting</li> <li>• Able to provide inspirational leadership and motivation to others</li> </ul>
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Effective numeracy / literacy skills.</li> <li>• An ability to communicate with adults and young people, both verbally and in writing</li> <li>• Ability to manage activities indoor and outdoor</li> <li>• Versatile approach to day-to-day work and ability to use own initiative</li> <li>• Ability to lead a team</li> <li>• Competence in the use of ICT</li> <li>• Ability to communicate effectively with people at all levels</li> <li>• Ability to hold regular and routine contact with students, staff and parents</li> <li>• Willingness to expand on current experience.</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to work both unsupervised and in a team</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to high educational, professional and personal standards.</li> <li>• Understanding the importance of maintaining confidentiality.</li> <li>• A flexible approach to work.</li> <li>• Commitment to equal opportunities and valuing diversity.</li> <li>• An Enhanced Disclosure is required for this post.</li> </ul>