

**Duke of Edinburgh Award Manager
PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with NVQ 2 or 3 (or equivalent) in Maths and English	✓		✓	✓		
	NVQ2 in teaching assistance or equivalent qualification or experience		✓	✓	✓		
Skills and Experience	IT literate with the ability to use IT to support with organisation and planning	✓		✓		✓	✓
	Knowledge/experience of running DofE Award programmes and/or a willingness to learn		✓	✓		✓	
	Ability to communicate with adults and young people, both verbally and in writing	✓		✓		✓	
	Basic understanding of principles of child development and learning		✓	✓		✓	
	Ability to evaluate own learning needs and actively seek learning opportunities	✓		✓		✓	
	Ability to provide inspirational leadership and motivate adults		✓	✓		✓	
	Build, maintain and facilitate effective working relationships with a wide range of people and young people	✓		✓		✓	
	Ability to manage staff and volunteers effectively		✓	✓		✓	
	Plan, manage and monitor own tasks and time	✓		✓	✓	✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently	✓		✓		✓	✓
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion	✓				✓	
Other	Hold a full driving licence and able to drive a school minibus		✓	✓	✓		
	A helpful, calm and organised manner	✓		✓		✓	