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| **DUKE OF EDINBURGH MANAGER** | | | |
|  | **Essential** | **Desirable** | **Personal Qualities** |
| An ability to communicate with adults and young people, both verbally and in writing  An ability to organise and plan effectively  IT Literate  Able to manage staff effectively  Able to provide inspirational leadership and motivate  Build, maintain and facilitate effective working relationships with a wide range of people  Plan, manage and monitor own tasks and time  Construct and implement long term-plans that improve and expand DofE programmes offered to young people and identify any training, resources and other needs required to undertake  this work |  |  |  |
| Experience of running DofE programmes  Staff or volunteer management  Experience of working with young people  Knowledge of current issues affecting young people |  |  |  |
| Integrity  Commitment to ensuring high standards  Self-motivated  Flexible approach  Commitment to DofE princples  Decision maker |  |  |  |