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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 writingAn ability to organise and plan effectivelyIT LiterateAble to manage staff effectivelyAble to provide inspirational leadership and motivateBuild, maintain and facilitate effective working relationships with a wide range of peoplePlan, 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 programmesStaff or volunteer managementExperience of working with young peopleKnowledge of current issues affecting young people |  |  |  |
| IntegrityCommitment to ensuring high standardsSelf-motivatedFlexible approachCommitment to DofE princplesDecision maker |  |  |  |