



WORK WITH US

Duke of Edinburgh Coordinator plus Contingent Commander – CCF

Fixed Term, Term Time plus 2 additional weeks, working 3 days per week

**SFCA Support Staff Pay Scale Pts. 5 plus, additional responsibility allowance of £2130 per annum
Actual Salary: £15,106 per annum**

The College has a broad enrichment programme and offers student the opportunity to gain recognised qualifications and increase their employability skills. We are seeking to appoint an enthusiastic and motivated individual to the role of DofE Coordinator and Contingent Commander of our Combined Cadet Force. For the DofE role, you will support students as they develop their leadership skills, learn to work with others, volunteer in their local community and undertake a broad range of activities. Under the direction of the DofE Manager, you will be responsible for leading and guiding students, agreeing their programme choices, and ensuring they are correctly signed off and evidenced.

In addition, the successful applicant will act as Contingent Commander for the College's Cadet Force. The role will coordinate with The MoD, making full use of the available resources to benefit all students, ensuring that all associated administrative duties including risk assessments and health and safety responsibilities are completed in line with College and MoD requirements. There will be a requirement to attend camps, field days and other activities throughout the year, some at weekends.

The ideal candidate will be an excellent communicator, both verbally and in writing, be able to organise and plan effectively and will be able to provide inspirational leadership and motivation to young people.

The College is committed to safeguarding our students and an enhanced DBS check is required for all posts. The College will also make an online check on all shortlisted candidates. The College values diversity and actively promotes equality of opportunity. As a disability symbol employer, all disabled candidates who meet the minimum criteria for a post will be offered an interview.

To apply, download an application form from our vacancies page and email it to hr@qeliz.ac.uk

Closing Date: Midday, 4 November 2024

