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JOB DESCRIPTION

Post: Duke of Edinburgh (DofE) Coordinator

CCF – Contingent Commander

Responsible to: Assistant Principal – Personal Development

MAIN PURPOSE OF THE POST

The post holder will play an important role within student enrichment programme area of the College providing opportunities for students to develop their leadership skills, learn to work with others, volunteer in their local communities and increase their employability skills. As Contingent Commander for the College's Combined Cadet Force, you will lead the growth and development of the CCF alongside the SSI. As DofE Coordinator, you will work with the DofE Manager to ensure delivery of high-quality programmes to the students in the DofE group.

RESPONSIBILITIES OF THE POST

DofE Coordinator

- Support the delivery of a safe and enjoyable DofE programme for participants in the group
- Support participants to decide on their programme choices and set their timescale and goals
- Regularly encourage participation in chosen activities by participants
- Support expeditions with the planning and arrange/ take part in training in all required areas
- Encourage the use of eDofE by participants, regularly approve uploaded evidence and agree the completion of sections
- Celebrate achievements as often as possible
- Undertake any required DofE courses and training



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Contingent Commander for the Combined Cadet Force (CCF)

- Develop and implement a yearly programme for cadets and staff
- Plan and oversee training sessions, exercises, residential camps and events
- Manage budgets and accounts, ensuring compliance with regulations
- Seek funding from available funding streams to ensure the sustainability of the CCF
- Ensure the Army database (WESTMINSTER) is kept up to date with current records.
- Take part in cadet recruitment and retention efforts, including College Open Evenings
- Publicise CCF activities internally and to external stakeholders and for the College website
- Ensure compliance with safety regulations and training protocols
- Maintain discipline, dress and health and safety standards within the unit
- Report accidents and maintain risk assessments
- Ensure adherence to the appropriate MOD and College's safeguarding policy
- Organise and oversee events and parades

General

- All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.
- The post holder's duties must at all times be carried out in compliance with the College's Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's and College's responsibilities under the Health and Safety Act.
- All staff are expected to support the achievement of the Trust's vision and values and to demonstrate these values through their behaviour.

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.



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PERSON SPECIFICATION

The successful candidate will be expected to have the following qualities:

Criteria	Selection Process and Means of Identification
Qualifications <ul style="list-style-type: none"> • Good general qualifications including GCSE Maths & English (grades 4/C and above) • CCF Basic training 	Application form Certificates Interview
Experience <ul style="list-style-type: none"> • Previous experience of working with young people or cadets • Knowledge of cadet force ethos and a desire to support, encourage and develop cadets • Knowledge of the safety and duty of care guidelines in the CCF Regulations and the Cadet Training Safety Precautions 2014. 	Application form Interview References
Skills & Aptitudes <ul style="list-style-type: none"> • Excellent communication skills, both verbally and in writing • Excellent organisational skills being able to plan manage and monitor own tasks and time • Computer literacy 	Application form Interview References
Personal Qualities <ul style="list-style-type: none"> • Ability to treat information in a sensitive and confidential manner. • Ability to relate well with students, parents and stakeholders. • The capacity to maintain an informative and helpful manner, even when under pressure. • An ability to build supportive working relationships with colleagues, supporting team and collaborative working. • Flexibility, integrity and self-motivated 	Application Form Interview References

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Salary and Conditions of Service

This is a fixed term post to 31 July 2025, working part time 22.5 hours per week, term time only (although some evening and weekend work will be required).

You will be required to work 22.5 hours per week. The standard working hours are 8.30am – 5.00pm. (Monday, Tuesday and Thursday) although some flexibility will be required. Salary will be based on point 5 of the SFCA Support Staff Pay Scale, currently £22,736 per annum pro rata with an additional responsibility allowance of £2130 per annum. Actual salary is therefore £15,106 per annum. Holiday pay is included in the pay formula for term time only contracts, representing paid leave of 31 days plus public holidays pro rata, taken during the College holiday periods. Pension provision is with the Local Government Pension Scheme. The contract will be based on a model for support staff produced by the National Joint Council of the Sixth Form Colleges' Association.

For further information please contact hr@qeliz.ac.uk