



**ADVENTURE ACTIVITIES CO-ORDINATOR; CONTINGENT COMMANDER OF THE COMBINED CADET
FORCE (CCF); HEAD OF DUKE OF EDINBURGH AND HEAD OF TARGET SHOOTING
PERSON SPECIFICATION**

Qualifications/Attainment	Essential	Desirable
Military experience as a Senior Non-Commissioned Officer (SNCO), Warrant Officer (WO) or Officer in the Regular, Reserve and/or Cadet Forces.	x	
Exercise Conducting Officer Qualification (M Qual)		x
First Aid Instructor		x
Hold suitable Cadet training qualifications or be prepared to undertake training during the first year in office	x	
Hold a current full driving licence	x	
Hold a Category D Minibus licence, or willingness to work towards this		x
Range Management Qualifications		x
Hold or obtain Government Security Clearance		x
Experience/Knowledge	Essential	Desirable
Experience in delivering training to Regular/Reserve personnel and/or cadets	x	
Proven experience of planning, preparing, leading and delivering creative and challenging adventurous activities for groups	x	
Knowledge and experience of carrying out relevant Health and Safety risk assessments for these activities	x	
Skills/Abilities	Essential	Desirable
Understand the process of accounting, maintaining and security of military equipment	x	
Excellent organisational and administrative skills	x	
Team leadership and effective team management	x	
Competent in the use of Microsoft Office applications and sufficiently competent to operate School and Cadet specific software	x	
Skill at Arms Instructor		x