

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL The applicant must hold or have the ability to obtain these qualifications quickly	DESIRABLE This information could be used to differentiate applicants
Qualifications	<ul style="list-style-type: none"> ✓ Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement 	<ul style="list-style-type: none"> ✓ SP/RLT acadclimbing Qualifications ✓ HAZMAT qualifications ✓ First Aid at Work qualified ✓ Outdoors activity qualifications (RYA /BCU etc.) ✓ SA07(M) or Equivalent ✓ KGVI Course at CTC ✓ SA(90)B Range Qualification ✓ SAA - Train and Weapon Test Cadets
Skills & Knowledge	<ul style="list-style-type: none"> ✓ Be computer literate – word, email, excel ✓ Have good administration skills – ability to control accounts, book transport and courses ✓ Have an awareness of Health and Safety ✓ Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets ✓ Ability to prioritise ✓ Ability to work on own initiative or under pressure ✓ Good communication skills both written and oral 	<ul style="list-style-type: none"> ✓ Be familiar with and ability to use the Westminster MOD Database ✓ Ability to run the D of E Award Scheme ✓ Have good contacts with the services ✓ CQMS qualification or store ACCT experience desired. ✓ Have an awareness of Health and Safety in a CCF environment
Experience	<ul style="list-style-type: none"> ✓ A proven record of administration, preferably in a training environment 	<ul style="list-style-type: none"> ✓ Previous experience with Cadets or young people ✓ Hold senior rank in the Armed Forces (Regular, Reserve or Army Cadet) - SNCO or Warrant Officer status
Personal competencies and qualities	<ul style="list-style-type: none"> ✓ Willingness to take on further responsibilities in the overall management of the CCF ✓ Calmness under pressure ✓ Smart, presentable and a 	

	<p>mature, responsible approach</p> <ul style="list-style-type: none">✓ Confident and friendly manner✓ Discreet and confidential✓ Self-motivating✓ Mentally and physically fit✓ Be prepared to work long, sometimes odd flexible hours including weekends and week-long camps away from home	
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