



ROLE DESCRIPTION:

COUNTY DUKE OF EDINBURGH'S AWARD LEAD VOLUNTEER

Role

To be the main point of contact for members undertaking, or looking to start, the Duke of Edinburgh Award (DofE) within Hertfordshire county.

To lead a team in supporting young members throughout the process to complete the award.

This role is suitable for any adult over the age of 18 years. They may already be, or be willing to become, a member of Girlguiding Hertfordshire.

Personal qualities

- Demonstrate an interest in providing outdoor and adventurous opportunities for girls and young women.
- Be able to lead and work as part of a team.
- Have excellent communication skills.
- Demonstrate the desire to motivate and inspire young girls and women from a broad range of backgrounds.
- Have the ability to support, motivate and inspire participants.
- Demonstrate a willingness to develop your own knowledge and skills to enhance the experience of others.
- Be an ambassador for the values of Girlguiding.

Desired experience

- To have previously completed the Duke of Edinburgh's Award Scheme or have demonstrable knowledge of the programme at all levels (Bronze, Silver and Gold).
- To hold the Going Away With licence, including module 8 (camping) for Guides or Rangers.
- To have walking experience.

Term

This appointment is for an initial term of 3 years and may be re-appointed for a further 2 years. Reappointment is not automatic.

Responsible to

The assistant county commissioner (adventure and opportunities team).

Working with

- Unit leaders and/or girls who are working towards their qualification.
- Other members of the adventure and opportunities team, including the youth opportunities team.
- County walking team.
- Anglia Region outdoor adventurous activities (OAA) team.
- Assistant county commissioner – adventure and opportunities team.

Expenses

Claimed from county treasurer.

Responsibilities

1. Publicise the Duke of Edinburgh's Award and expedition programmes.
2. Administer new participant requests and respond to queries relating to the Duke of Edinburgh's Award.
3. Monitor eDofE, support participants and authorise reports.
4. Support and recruit expedition leaders.
5. Organise training and assessed expeditions (with support) for the bronze award with support from the county walking team.
6. Organise or liaise with other counties for silver and gold award expeditions.
7. Attend adventure and opportunities team meetings and be an active member of the team.
8. Provide support and encouragement to those working towards, or looking to start, the Duke of Edinburgh's Award.
9. Promote the award scheme to units and leaders across the county via county communications, social media and the county website.
10. Liaise and work with the walking team to advertise and staff Duke of Edinburgh events.
11. Distribute badges and certificates following the completion of bronze

and silver awards.

12. Keep up to date with relevant updates and ensure knowledge of the current guidance is disseminated as appropriate.
13. Attend relevant county and region meetings and training sessions as required.
14. Receive and distribute information received from county or region to award scheme participants.
15. Use the county designated email address for correspondence relating to the role.
16. Only store records relating to the role on the county Microsoft Teams system.