

## Role: DofE Co-ordinator

<b>Hours:</b>	Variable (dependent on scale of DofE group)
<b>Reports to:</b>	DofE Co-ordinator or DofE Manager (dependent on type of Licensed Organisation)
<b>Appointed by:</b>	DofE Co-ordinator or DofE Manager (dependent on type of Licensed Organisation)
<b>Key contacts:</b>	DofE Manager, DofE Co-ordinator, DofE Award Verifier, DofE Administrator

### Summary and main purpose

The Duke of Edinburgh's Award (DofE) is a UK charity that makes a difference to young people's lives and prepares them for life and work. Over 300,000 young people per year from every possible background take part in DofE programmes to broaden their horizons, develop their leadership skills, learn to work with others, volunteer in their local communities, increase their employability, and prove to themselves they can succeed at a serious challenge.

DofE Leaders perform a vital role on behalf of the charity and the Licensed Organisation. They are the adult who is responsible for a DofE group. They lead, guide and support young people, agree their programme choices and sign off young people's sections and approve their eDofE evidence.

### The key tasks of the role are to:

#### YOUNG PEOPLE

- KT 1 Ensure the delivery of high quality programmes to young people in the DofE group.
- KT 2 Manage the provision of a safe and enjoyable DofE programme for participants in the DofE group.
- KT 3 Support participants to decide on their programme choices and set their timescales and goals.
- KT 4 Regularly encourage participation in chosen activities by participants.
- KT 5 Support expedition team(s) with their expedition planning and arrange for the team(s) to be trained in all of the required areas.
- KT 6 Encourage the use of eDofE by participants, regularly approve uploaded evidence and agree the completion of sections.
- KT 7 Celebrate achievements as often as possible.

#### LICENSED ORGANISATION

- KT 8 Keep in regular contact with the DofE Co-ordinator and/or DofE Manager.
- KT 9 Respond to requests from the Licensed Organisation in a timely manner.

#### GENERAL

- KT 10 Regularly communicate with parents/guardians about DofE group plans/meetings etc.
- KT 11 Use eDofE to measure the performance of the DofE group and to keep abreast of participation.

## Other considerations

DofE Leaders must undertake the e-induction and Introduction to the DofE courses.

Further training may be undertaken by completing the DofE Leadership programme.

### DofE Co-ordinator: Skills and knowledge

#### Essential:

- An ability to communicate with adults and young people, both verbally and in writing.
- An ability to organise and plan effectively.
- IT literate.
- Able to provide inspirational leadership and motivate young people.
- Experience of working with young people.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Plan, manage and monitor own tasks and time.

#### Desirable:

- Experience of running DofE programmes.
- Volunteer or staff management.
- Knowledge of current issues affecting young people.

#### Additional qualities:

- Integrity.
- Respected decision maker.
- Committed to ensuring high standards.
- Commitment to DofE's guiding principles.
- Flexible approach.
- Self-motivated.