**Duke of Edinburgh’s Award Clubs Co-ordinator and Engagement**

**Boys and Girls Clubs of Greater Manchester (BGCGM)**

**Contract:** Permanent

**Working Hours:** Full-time

**Salary:** £24,500 - £27,000 (depending on experience)

**Location:** Greater Manchester

Reporting to the Chief Executive of BGCGM, this role will be responsible for supporting the development of the DofE in our affiliated clubs across Greater Manchester and implementing the strategy. The post holder will be responsible for developing the offer and growth of the Duke of Edinburgh’s Award provision to young people across the region and using our own outdoor pursuits centre in the Lake District.

The role will lead and manage the delivery across the Greater Manchester. They will also be key in providing information, support and expertise to support, remove barriers and promote the growth of DofE within our clubs.

**Role Specific Accountabilities**

Work with each of our clubs, their leaders and volunteers according to a priority list to develop and increase the DofE offer to young people using our clubs.

Ensure that DofE participation and completions grows and ensure consistent and high quality delivery to required standards

Develop volunteers in each of our clubs to assist in the delivery of the Awards

Management of all physical resources belonging to BGCGM associated with the Duke of Edinburgh’s Award programme and ensure that Duke of Edinburgh’s Award records, including eDofE, are kept up-to-date and to take whatever action is necessary to sustain and improve performance by groups under our licence

Develop the existing outdoor pursuits centre and any potential areas for growth

Deliver sessions and attend expeditions, as required, to enable students to complete all sections of their Award

Support clubs under our licence to become self-sustaining in their delivery of DofE through training opportunities

Attend meetings relating to the Duke of Edinburgh’s Award programme and represent BGCGM at identified Duke of Edinburgh’s Award meetings

Promote and publicise the work of the Duke of Edinburgh’s Award at our clubs and liaise with outside organisations to find and promote opportunities for students to undertake the Award

Ensure appropriate celebration events are supported and delivered to enable recognition of participants achievement and presentation of Awards, including the annual County Gold Award Celebration event.

Ensure compliance with BGCGM health and safety and child protection procedures

It is anticipated that BGCGM will be self-funding but there will be a requirement to look for external funders where possible

Undertake any other reasonable duties commensurate with the level and accountabilities of the post as directed by the Chief Executive

**Knowledge, skills and experience**

Suitable outdoor qualification/experience to help train students and volunteers, and lead expeditions where required

Knowledge, experience and enthusiasm in the Duke of Edinburgh’s Award Scheme

Youth work qualified or a commitment to undertake youth work training

Good IT skills and levels of numeracy and literacy

Ability to undertake research, analysis and insight where required

Experience of working to set targets and timescales

Ability to build and maintain relationships with internal/external partners and volunteers

Good time management, ability to prioritise workload & communication skills

The job role requires you to be mobile throughout Greater Manchester. Access to a vehicle or another efficient mode of transport will be required

As part of employment with BGCGM the role requires a successful enhanced DBS check

Holiday allowance is 20 working days (increasing 1 day per year for length of service upto a max of 26 days) plus statutory bank holidays. Days in lieu will be given for any work undertaken on a bank holiday

There will be an expectation of work during some school holidays.

Mobile phone and lap top provided

We operate a 5% contributory pension scheme (defined contribution scheme)

**Applications**

Please send a CV and a short covering note explain your suitability for the position to

[karenwilson@bgcgm.org.uk](mailto:karenwilson@bgcgm.org.uk)