



Duke of Edinburgh and Club's Engagement Officer – Assistant

Greater Manchester Youth Federation (GMYF)

Contract: Permanent

Working Hours: Full-time

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

Location: Greater Manchester

Reporting to the Lead Officer or Operations Director, this role will be responsible for supporting the development of the DofE and outdoor education in our affiliated clubs across Greater Manchester and implementing the strategy. The post holder will assist with the following:

- Developing the offer and growth of the Duke of Edinburgh's Award provision to young people across the region using our clubs
- Encouraging and supporting our clubs with residential trips to our own outdoor pursuits centre in Cumbria
- Engaging with our affiliated clubs, developing relationships with club leaders and improving the volunteer base

The successful applicant will support and maintain the established activities of the Lead Officer whilst that person is on maternity leave, reporting to the Operations Director during that period.

Role specific accountabilities

Duke of Edinburgh Award Scheme

- Work in each of our clubs, their leaders and volunteers, according to a priority list to develop DofE centres in the clubs to increase the DofE offer to young people.
- Recruit and retain volunteers in each of the DofE centres, to assist in delivery of the award scheme.
- Support clubs under our license to become self-sustaining in the delivery of DofE through training opportunities.
- Deliver DofE youth sessions throughout the year to enable the young people to complete all sections of their award, ensuring eDofE are kept up to date and to take whatever action is necessary to sustain and improve performance by groups under our license.
- Plan, lead and attend expeditions, including the training of volunteers and young people prior.
- Ensure that the DofE participants and completion grows and ensure consistent and high-quality delivery in all DofE centres to required centres.
- Ensure appropriate celebration events are supported and delivered to enable recognition of participants achievement and presentation of Awards.
- Management of all physical resources belonging to GMYF associated with the DofE Award Scheme.
- It is anticipated that GMYF's involvement with DofE will be self-funding but there will be a requirement to look for external funders where possible.



Greater Manchester Youth Federation

- Attend meetings related to the DofE Award Scheme and represent GMYF at identified DofE meetings.

Ormside Mill Residential Centre & outdoor pursuit activities

- Encourage and support our affiliated clubs logistically in planning residential trips to Ormside Mill (OM).
- Attend residential trips to OM with clubs to support volunteers.
- Source and apply for grant funding to help our affiliated clubs with the costs of activities for their residential trip.
- Work with our existing partners to develop the existing outdoor pursuits centre and any potential areas for growth.

GMYF & Club's Engagement

- Visit our affiliated clubs to learn more of what they need support with.
- Ensure compliance with GMYF health and safety and child protection procedures.
- Collaboration and interagency working that supports the aims of GMYF when required.
- Undertake any other reasonable duties commensurate with the level and accountabilities of the post as directed by the Operations Director.

Knowledge, skills and experience

- Excellent level of numeracy, literacy (GCSE A - C or equivalent) and ICT
- An outdoor qualification (ML/HML) or suitable experience and competency to train students and lead expeditions in wild country terrain where required as required by DofE.
- Knowledge, experience and enthusiasm for the Duke of Edinburgh's Award Scheme.
- Youth work qualified or a commitment to undertake youth work training.
- Good IT skills in using and managing databases.
- 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 and external partners.
- 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.
- First aid and mental health first aid qualification desirable or a willingness to undertake training immediately on starting.
- Safeguarding training will be provided if not already undertaken.

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

Holiday allowance is 20 working days (increasing 1 day per year for length of service up to a max of 26 days) plus statutory bank holidays. Days in lieu will be given for any work undertaken on bank holiday. 35 hour working week with flexibility and home working as agreed with supervisor.

There will be an expectation of work during some school holidays and unsocial hours as youth clubs do not operate in the daytime. Overnight stays and support of volunteers on expeditions will be expected.



Greater Manchester Youth Federation

Mobile phone and laptop provided.

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

Contact

Please provide a CV with details of experience and qualifications relevant to the above plus a brief summary of why you believe you are qualified to undertake it.

Greater Manchester Youth Federation

Contact Grace Beasley
DofE and Club's Engagement Officer
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