Role: DofE Expedition Supervisor

Hours:	Variable (Dependent on scale of Licensed Organisation or AAP)
Reports to:	DofE/AAP Manager
Appointed by:	DofE/AAP Manager
Key contacts:	DofE/AAP Manager, DofE Co-ordinators, DofE Leaders, 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 the DofE programme 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.

The role of the DofE Expedition Supervisor is a crucial one, both in ensuring the safety of the participants whilst on an expedition and in maintaining the standards of the DofE. All expeditions, including practice expeditions, must be supervised by a suitably experienced adult who is competent in the chosen mode of travel and who will be based in the area where the expedition takes place. Supervisors accept responsibility for the safety and welfare of the team on behalf of the Licensed Organisation/Approved Activity Provider. Additionally, Supervisors should be familiar with the team, their individual strengths and weaknesses and their knowledge of the chosen route.

The Supervisor may also be the DofE Leader. It is up to the Licensed Organisation or AAP to decide how many young people, spilt into expedition teams, a Supervisor is responsible for. Where there are multiple teams, there are often multiple Supervisors, each with designated young people / teams they are responsible for. For Bronze level expeditions, the Supervisor may also act as an Assessor if they are accredited by the DofE.

The key tasks of the role are to:

KT 1 Be the focal point for communication before, during and after the expedition, keeping everyone informed.

KT 2 Have the legal responsibility for the safety and welfare of young people on their practice and qualifying expeditions.

KT 3 Check all training and practice expeditions have been completed and evidenced in eDofE and that the Assessor has also provided evidence of the completion of the qualifying expedition.

KT 4 Ensure that all appropriate expedition approvals have been received.

KT 5 Ensure that the teams are properly equipped to do their expedition.

KT 6 Ensure that the team's expedition will meet the Expedition Requirements.

KT 7 Be responsible for the supervision plan & for co-ordinating other expedition support staff (where appropriate).

KT 8 Carry out a risk assessment of the route and the expedition.

Other considerations

DofE Expedition Supervisors must undertake or provide evidence of training and/or experience appropriate to the requirements of the Licensed Organisation/AAP.

DofE Expedition Supervisors must also complete the Foundations pathway and are advised to complete the Expedition Assessor and Supervisor Training Course.

DofE Expedition Supervisor: Skills and knowledge

Essential:	- Be familiar with the aims, principles, and Expedition Requirements. - Have a detailed knowledge of the Expedition Guide. - Experienced and confident in the chosen mode(s) of travel. - Navigation and campcraft skills. - Understanding of remote supervision. - Have a sound knowledge of The Handbook for DofE Leaders. - Knowledge of Licensed Organisation procedures. - An ability to communicate with adults and young people, both verbally and in writing. - Listening skills. - An ability to organise and plan effectively. - IT literate. - Able to provide inspirational leadership and motivate young people to work together as a team. - 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. - Experience of working with young people.
Additional qualities:	- Integrity. - Respected decision maker. - Committed to ensuring high standards. - Commitment to DofE's guiding principles. - Flexible approach. - Self-motivated.