ROLE DESCRIPTION:

DUKE OF EDINBURGH AWARD LEAD VOLUNTEER

Role
The main point of contact for members undertaking, or looking to start, the Duke of Edinburgh Award (DofE) within Hertfordshire county. Supporting participants throughout the process to complete the Award.

Personal Qualities
- Aged over 18.
- Excellent communication skills and an open and approachable manner.

Desirable
- To have previously completed the DofE Award or have demonstrable knowledge of the DofE programme (Bronze, Silver and Gold).
- Hold the Going Away With licence including the camping module (Guides or Rangers)
- Walking experience

Term
Is appointed for an initial term of 3 years and may be re-appointed for a further 2 years*****.

Responsible to
County youth opportunities lead volunteer

Working with
Other members of the youth opportunities team
County walking team
County team members

Expenses
Claimed from county treasurer

Responsibilities
- Organise training and assessed expeditions for Bronze Award with support from county walking team
- Organise or liaise with other counties for Silver and Gold Award expeditions
- Deal with queries relating to the DofE Award.

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- Attend youth opportunities team meetings and be an active member of the team.
- Provide support and encouragement to those working towards, or looking to start, the DofE Award.
- Promote DofE to units and leaders across the county via county enewsletters and the county website
- Liaise and work with the walking team to advertise and staff DofE events.
- Distribute badges and certificates following completion of the Bronze and Silver Awards
- Keep abreast of DofE related updates and ensure knowledge of the current guidance is up to date.
- Attend relevant country/region/association meetings and training sessions as required.
- Receive and disseminate information received from country/region to DofE participants.
- Use the county designated email address for correspondence relating to the role.
- Only store records relating to the role on the county Microsoft Teams system.

***Reappointment is not automatic.*