

# Volunteer DofE Co-ordinator (Scotland)

<p><b>Background to the role</b></p>	<p>The Duke of Edinburgh's Award (DofE) 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 and increase their employability.</p> <p>BB currently has over 1,400 young people working on their DofE. DofE Leaders perform a vital role on behalf of the charity and the Licensed Organisation. They are the adults who are responsible for a DofE group. They lead, guide and support the young people, agree their programme choices, approve their eDofE evidence and sign off the young people's Award Sections. The BB Manager, the Administrator and the Co-ordinator provide oversight and guidance to leaders in our Companies and are responsible for the approval of completed Awards.</p>
<p><b>Responsibilities and duties</b></p>	<ul style="list-style-type: none"> <li>• Encourage and support the use of eDofE by leaders</li> <li>• Provide advice on DofE guidance and regulations, in response to enquiries.</li> <li>• Establish and maintain good working relationships with the Scottish Expedition Advisory Group.</li> <li>• Provide opportunities for DofE leaders to come together (online or in person) to be briefed and to share their experiences</li> <li>• Assist Leaders who may be searching for expedition Assessors</li> <li>• Encourage delivery of high quality programmes to participants in the BB DofE Centres.</li> <li>• Help to celebrate the achievements of young people taking part in DofE.</li> <li>• Keep in regular contact with the DofE Manager and the DofE Administrator at BBHQ, and be prepared to verify Awards if requested.</li> <li>• Use eDofE to monitor and evaluate participation.</li> <li>• Liaise as required with the DofE Operations Officer.</li> <li>• Provide input to DofE communications being sent to leaders by BBHQ, as appropriate.</li> </ul>
<p><b>Skills / Experience required</b></p>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• A knowledge of current DofE guidance, regulations and good practice.</li> <li>• An ability to communicate both verbally and in writing.</li> <li>• An ability to organise and plan effectively.</li> <li>• IT literate, and able to use eDofE effectively.</li> <li>• An ability to build and maintain effective working relationships with a wide range of people.</li> <li>• Self-motivation and an ability to plan and manage own tasks and time.</li> <li>• Committed to ensuring high standards and to DofE's guiding principles.</li> <li>• Ability to work flexibly.</li> </ul>

	<p>DESIRABLE</p> <ul style="list-style-type: none"> <li>• Experience of working with young people and of running DofE programmes.</li> <li>• Experience of expeditions and outdoor activities.</li> <li>• Knowledge of current issues affecting young people.</li> </ul>
<b>Skills &amp; opportunities to be gained</b>	<ul style="list-style-type: none"> <li>• Contributing to young people having opportunities to learn, grow and discover.</li> <li>• Experience in working with volunteers and employed staff at a national level.</li> <li>• Opportunities to develop your skills, e.g. communication skills, planning, organising.</li> </ul>
<b>Time commitment</b>	Variable
<b>Terms of appointment</b>	<p>Appointed by: BBHQ  Key contacts: Volunteer DofE Manager (David Allan) and BBHQ DofE Administrator and Award Verifier (Tom Boorman)</p>
<b>What to do if you're interested</b>	<p>If interested please contact <a href="mailto:tom.boorman@boys-brigade.org.uk">tom.boorman@boys-brigade.org.uk</a> with a little bit of information about yourself and explaining your suitability for the role.</p>