



## ***Role Description***

<b>TITLE:</b>	County Duke of Edinburgh Officer
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Director of Youth
<b>LOCALLY ACCOUNTABLE TO:</b>	County Commissioner
<b>REPORTS TO:</b>	County Youth Development Officer
<b>HOURS:</b>	Voluntary Post (as required)
<b>LOCATION:</b>	County
<b>GRADE:</b>	4

The County Duke of Edinburgh Officer forms part of the County Youth Team and provides specialist advice, support and leadership relating to the Duke of Edinburgh's Award (DofE) offered within St John.

### **Role Summary:**

1. To promote and proactively support the growth and delivery of the DofE programme within St John.
2. To provide support and advice to the County Youth Team, the NHQ Youth Directorate, County Commissioner and all divisions within the area on all matters relating to the DofE programme.
3. To organise and co-ordinate relevant activities and training for leaders of the DofE within the county.
4. To ensure that all necessary St John and DofE requirements are adhered to in terms of Safeguarding, Health and Safety and programme delivery.
5. To support the activities of the County Youth Team.

### **Main duties and responsibilities:**

1. To support and advise the Commissioner and County Youth Team and Youth Leaders on all matters relating to the DofE programme.
2. To motivate, mentor, train and develop youth leaders and young people engaged in leading or undertaking the DofE programme.

3. To co-ordinate the expedition section of the Duke of Edinburgh programme, including the training and monitoring of leaders within the county.
4. To support leaders and young people in the use of the eDofE system to register and record progress and completion of sections and awards.
5. To recruit leaders to support the programme.
6. To ensure the leaders are appropriately trained to leader and assess the programme.
7. To organise and support both 'in-house' and external training for leaders through the diverse areas of outdoor pursuits.
8. To regularly report to the County Youth Team and the wider County Staff Team and divisions on the achievement of the award.
9. To assist the National Youth Team in reviewing and developing the organisations DofE offer.
10. To ensure effective communication within the County and to disseminate communication in an accessible and timely way.
11. To promote a proactive approach to safeguarding.
12. To enhance the service offered to young people within the organisation by promoting leadership skills and personal development through the use of DofE.
13. To liase closesly with Fundraising to attract, secure and properly deliver on funded project to support the deliver and growth of DofE to all Cadets.
14. To work toward overcoming barriers to Cadets accessing the DofE programme.
15. As a member of the County Youth Team, establish a calendar of events within the county in conjunction with the National Youth Directorate that meets the needs of young people.
16. To work as a member of the County Youth Team to ensure that each youth unit receive regular visits.
17. To ensure that for each activity is appropriately risk assessed and that any necessary remedial actions are fulfilled.
18. To maintain your own CPD and compliance relating to the role and requirements set by NHQ.
19. Any other reasonable task required of you as requested by the HQ Youth Directorate and Commissioner.

**Signature of post holder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This is an unpaid voluntary role. Appointment to the role is binding in honour only and is not intended to be a legally binding agreement nor is it intended to create a contract of employment.

**Review of this description**

This role description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Cymru Wales. This role description is to be reviewed in conjunction with the post holder on an annual basis as part of a performance development review. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

<b>St John Cymru Wales</b>	
<b>Volunteer specification for County Outdoor Pursuits Officer</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Minimum of Basic First Aider</li> <li>• Safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Intro into DofE</li> <li>• Award Assessor</li> <li>• Relevant outdoor leadership qualification such as a certification in Basic Expedition Leadership.</li> <li>• Youth Work Qualification (or willing to work towards).</li> <li>• Youth Leadership Development (or willing to work towards).</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Of the Duke of Edinburgh's Award</li> <li>• Producing Risk Assessments</li> <li>• Working with Young People</li> <li>• Participating in or leading expeditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Management level in a professional or volunteer role.</li> <li>• Leading the Duke of Edinburgh's Award</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Interpersonal.</li> <li>• Leadership.</li> <li>• Planning and organisational.</li> <li>• Good communication.</li> <li>• Administrative and IT.</li> <li>• Group Management.</li> <li>• Motivational</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewing.</li> <li>• Recruiting and retention.</li> <li>• Meeting management</li> </ul>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Extensive knowledge of the Duke of Edinburgh's Award</li> <li>• Extensive knowledge of the structure, rules and regulations of the St. John Cymru Wales.</li> <li>• Extensive knowledge of the organisational Safeguarding Policy.</li> <li>• Knowledge of the Youth Programme within St John Wales.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with the local members and community.</li> <li>• Meeting procedures.</li> </ul>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Enthusiastic about Youth.</li> <li>• Willingness to commit the time to the role.</li> <li>• Organised and efficient.</li> <li>• Honesty and confidentiality.</li> <li>• Approachable.</li> <li>• Ability to foster team spirit.</li> <li>• Natural leader.</li> <li>• Good people manager.</li> <li>• Proactive approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Confident.</li> <li>• Self-disciplined.</li> <li>• Reliable.</li> <li>• Presentable.</li> </ul>

<ul style="list-style-type: none"><li>• Supportive Nature.</li><li>• Committed to one's own Continues Professional Development.</li><li>• A reasonable standard of fitness.</li></ul>	
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