

Volunteer role information

Country/region

Duke of Edinburgh's Award adviser

Why Girlguiding?

Become an inspiring role model for our members and help empower girls to be their best. Join our 100,000 amazing volunteers and supporters already making a huge difference to nearly half a million girls and young women.

We offer our members a massive range of exciting opportunities - like challenging themselves and taking on new experiences by doing a Duke of Edinburgh's Award (DofE).

Why do we love this role?

This truly is a feel-good role. As a DofE country/region adviser you'll help girls do their DofE and support the volunteers running the programme. You'll work in your country/region team to motivate and guide volunteers leading the DofE programme in their units and counties.

Some of what you'll do:

- Be the focal point for DofE in Girlguiding and spearhead the delivery of the programme in your country/region.
- Provide ongoing support to your country/region by giving advice and answering DofE and eDofE queries, often by email.
- Support DofE leaders to provide a safe space where girls and young women can discover their full potential through all areas of the DofE programme.
- Communicate and liaise with your country/region office and Girlguiding.
- Let your country/region office and region chief commissioner know about significant information/news/events/problems relating to DofE.
- Give reports on DofE to the chief commissioner as required.
- Distribute DofE newsletters and DofE information to county DofE advisers.
- Receive and implement Girlguiding and DofE head office directives and instructions.
- Arrange and chair meetings of county DofE advisers.
- Go to country/region meetings as required.
- Go to meetings with Girlguiding as required.
- Regularly review GO records for accuracy and alignment with the eDofE system.

eDofE-specific:

- Create county DofE advisers as coordinators on eDofE.
- Inform the DofE manager when assessors need to be registered with Girlguiding on eDofE.
- Manage and oversee region infrastructure on eDofE, including archiving those no longer in role.
- Move participants or adults between centres/licensed organisations when needed/requested.

Award-specific:

- Review and approve Bronze and Silver Awards on eDofE for all participants in your country/region as a DofE award verifier (or delegate this to another volunteer/staff member at country/region level).
- Nominate VIP guests and marshals for Gold Award presentations as requested by Girlguiding.

Expedition-specific:

- Review and approve DofE expedition notification (DEN) forms for expeditions, where the county DofE adviser is part of the adult expedition supervisor team, making sure the expedition is compliant with all relevant Girlguiding policies and procedures.
- Support 'lone' expedition participants to find expedition opportunities.
- Use the open expedition calendar to support the running of expeditions and residentials across the UK.
- Make sure all expedition assessors are registered with Girlguiding, and all expedition supervisors have appropriate training in the mode of travel for groups they're overseeing.

Training-specific:

- Circulate opportunities such as Introduction to DofE, Expedition Assessor and Supervisor training courses to county DofE advisers and leaders.
- Circulate all training opportunities for expedition supervisors and assessors in the various modes of travel such as walking and canoeing.
- Facilitate renewals of Expedition Assessor accreditations when due.
- Work with the DofE manager to help external expedition assessors become affiliated with Girlguiding.

What training and support do you get?

- You'll work with the DofE manager and specialist volunteer for youth awards at Girlguiding, who will support you in your role.
- You'll go to meetings led by Girlguiding and DofE to support countries/regions with their DofE offer.
- You'll be able to go to meetings and events to share information and best practice.
- You'll be able to access DofE-specific training, including award verifier courses.
- We'll cover your expenses where appropriate (these are agreed locally, so may differ across Girlguiding - always check with your county or country/region office).
- We can give references if needed in the future for other volunteering roles.
- We have a clear complaints procedure and support to help sort out problems or disagreements.
- You don't need any professional qualifications.

Please note: You don't need a disclosure check for this role - unless you stay with members overnight during expeditions or training events. Therefore, you will need to hold another role with a disclosure check.

What skills do you need?

- An open and approachable manner
- To be reliable and trustworthy
- A commitment to your ongoing personal development
- To be able to work as part of a team
- Excellent communication skills
- A desire to motivate and inspire girls, young women and adult volunteers from a broad range of backgrounds
- Demonstrable knowledge of the DofE programme (Bronze, Silver and Gold)
- Demonstrable knowledge of running and leading expeditions

Skills you'll develop:

- An understanding of requirements for different DofE roles, including assessors, supervisors and leaders
- Working knowledge of the eDofE online system
- Communication and team working skills, thanks to working with other volunteers in the Girlguiding DofE network

Quick requirement check

1. Disclosure check: **no**
2. A Safe Space Level: **1-3**
3. Attends meetings: **occasionally**

We're keen to hear from volunteers of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. We're flexible, and volunteering can be arranged to fit around a busy lifestyle. Girlguiding is committed to making reasonable adjustments to support disabled volunteers so they have access to the same opportunities and experiences as non-disabled volunteers.

Please note this is a volunteer role and does not form part of any contract of employment.