



# Volunteer role information

## County

## 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 we love this role?

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

### Some of what you'll do:

- Be the focal point for DofE in your county and spearhead the delivery of the programme in your units.
- Provide ongoing support to the county by giving advice and answering DofE and eDofE queries, often by email.
- Communicate and liaise with the county office and country/region DofE adviser.
- Let your country/region office and country/region DofE adviser know about significant information/news/events/problems relating to DofE.
- Give reports on DofE to the county commissioner as required.
- Distribute DofE Newsletters & DofE information to units.
- Attend county meetings as required.
- Attend DofE country/region meetings as required.
- Provide advice to county units on setting up a DofE group.
- Promote the DofE to units and leaders across in your county.

### eDofE-specific:

- Take on the role of eDofE Coordinator. You will manage a DofE centre (your county). You support leaders and oversee all groups within your centre.
- Work with your country/region office to request eDofE participation places and register new participants on eDofE.
- Make sure groups on eDofE only contain participants who are actively completing a DofE programme.
- Communicate with DofE leaders to check information on eDofE is correct for active groups and participants.

- Check that all adults with a role on eDofE are also registered on GO with an active role.
- Archive any leaders in your county that are no longer involved with DofE in Girlguiding.

### Award-specific:

- Arrange county award presentations as required.
- Prepare and distribute Bronze and Silver badges and certificates as required.

### Expedition-specific:

- Receive, review and sign the Girlguiding DofE expedition notification (DEN) form for all county expeditions. (Complete and send to country/region adviser to sign if you are involved in the expedition in any role).
- When needed, arrange supervisors and assessors for expeditions within your county.
- Contact country/region DofE adviser for support with groups that need more participants or have additional needs.
- Receive approved Girlguiding DEN forms for expedition groups outside of your county who are carrying out their expedition in your county - this is for safety information and to pass on any relevant local knowledge to the group.
- Support leaders in planning training and expedition routes, speaking to the appropriate advisers as required.

### Training-specific:

- Support units with expedition training when needed.
- Ensure all expedition assessors are registered with Girlguiding, and all expedition supervisors are appropriately trained in the mode of travel for groups they are overseeing.

## What training and support do you get?

- You'll work with the country/region DofE adviser who will support your role.
- You'll go to meetings led by the country/region office to support your running DofE in the county.
- You'll be able to go to meetings and events to share information and best practice.
- 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 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
- Commitment to your ongoing personal development
- 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.