



Role Description: COUNTY ADVISER (Duke of Edinburgh)

Date: 1 April 2017

Outline: To work in partnership with Deputy County Commissioner (Programme) with particular interest in the Duke of Edinburgh Award Scheme within the County ensuring that adequate procedures are in place to develop the scheme and that all activities organised by Norfolk Scouts are safe and follow the rules of the Association.

Responsible for: No direct reports.

Responsible to: ACC Network and Top Awards

Main Contacts: County Team, District Commissioners, ADC (Scouts), Leaders in Groups, UKHQ Staff, Staff of the Regional Development Service, Schools and other local Youth Organisations.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory disclosure check, Completion of Wood Badge, which includes the Leadership and Management Modules as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme.

Main tasks

- To liaise with the DoE Manager in the Activities Office at Gilwell park
- Issue welcome packs obtained from The Award Scheme Limited in Edinburgh
- Forward completed Gold Record Books to Gilwell Park for authorisation
- Forward forms for Expeditions Abroad and Expeditions Variations to Gilwell Park for authorisation
- Facilitate the presentation of badges and certificates
- Recruit, brief and arrange training of leaders of others in accordance with the Scout Association Procedures to run the District training and assessing
- Identify suitable activities in the community to launch and promote DoE
- Advise of suitable assessors for each section of DoE
- Monitor, review and assess the quality of participants experience through DoE using appropriate methods (peer review, one to one or group discussions, self evaluation)
- Keep up to date on award developments through DoE magazine, website, local networks, conferences and training events

Other admin tasks (can be covered by the Administrator)

- Record participants progress through DoE
- Help young people to continue the DoE on relocation
- Return welcome packs to participants once Award has been validated
- Hold parental consents where appropriate

Personal specification

As the Duke of Edinburgh Adviser you will be an approachable subject matter expert primarily about D of E but have general knowledge about all areas of the 6 – 25 programme. You will be able to challenge poor performance or feedback on behaviours that do not develop Scout's participation in the scheme in a constructive way and will be able to 'get stuck in' and demonstrate role model leadership. As an adviser in scouting you will be expected to take accountability and responsibility for initiatives delegated by the DCC(Programme) or ACC Network and Top Awards.

Abilities, Skills and Experience

Essential

- Passionate about providing DofE to more young people
- Want to see quality, challenging experiences
- Have a proactive and creative approach
- Able to engage, excite and enthuse young people and adult volunteers to deliver their Scout plans
- Able to communicate by telephone and email

Desirable

- Previous experience the DofE Scheme
- Able to commit around 4 hours a week on average
- Access to a PC and basic IT skills.
- Able to relate with young people and adult volunteers