



THE SUNNYWOOD PROJECT



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Role: DofE Helper (Volunteer)

Hours:	Variable dependant on scale of the DofE Group. Contact sessions (2 hours) to be run at a minimum of once per month, plus Expedition Training / Planning sessions as required
Reports to:	DofE Manager; TSP Directors

Summary and Main Purpose of Role

The Duke of Edinburgh's Award (DofE) is a UK charity that 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, increase their employability, and prove to themselves they can succeed at a serious challenge.

The Sunnywood Project (TSP) is a non-profit outdoor education and events provider. A proud DofE Licensed Organisation, TSP promotes a love of the great outdoors through a variety of events, conservation and educational programmes stimulating a mentally and physically healthy lifestyle for those living in Bury, Greater Manchester, and surrounding areas. TSP is uniquely positioned to offer the DofE Award to young people who might otherwise struggle to access the rewarding opportunities it presents, facilitating their journey with support from passionate and empathetic adults skilled in both youthwork and the great outdoors.

DofE Helpers assist DofE Leaders in running DofE groups, helping to guide, and support young people in making their programme choices and move towards completion of their award.

Send all queries to:

Steven@thesunnywoodproject.co.uk or info@thesunnywoodproject.co.uk

The Key Tasks and Responsibilities of the role are to:

YOUNG PEOPLE

KT 1	Assist DofE Leaders with the delivery of high-quality programmes to young people assigned to your DofE Group
KT 2	Facilitate safe and enjoyable provision of the DofE Programme for participants in your DofE Group
KT 3	Support participants to decide on their programme choices and set their timescales and goals
KT 4	Regularly encourage participation in chosen activities by participants
KT 5	Support the Expedition Team(s) in your DofE Group with their expedition planning, with support and guidance from the DofE Leaders, and the DofE Manager / assigned Expedition Supervisor
KT 6	Encourage the use of eDofE by participants, and assist DofE Leaders in approving uploaded evidence, and agreeing the completion of sections
KT 7	Celebrate achievements as often as possible

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KT 8	Keep in regular contact with DofE Leaders, assisting them with session planning
KT 9	Coordinate with the DofE Manager to attend key training sessions as required and follow TSP Policies and Procedures at all times

GENERAL

KT 10	Assist the DofE Leader by communicating with parents/guardians about DofE group plans/meetings, etc., where appropriate
KT 11	Use eDofE as needed to facilitate participant experience and meet organisational objectives

Other Considerations

DofE Helpers must undertake the e-induction and introduction to the DofE courses.

Further training may be undertaken by completing the DofE Leadership programme.

All volunteers will have access to TSP events and services, including training, in return for the contribution of their time

DofE Helper: Skills and Knowledge

Essential	<ul style="list-style-type: none">An ability to communicate with adults and young people, both verbally and in writingIT literacyExperience of and a passion for working with young peopleAn ability to be empathetic and genuine with young people and adults, and communicate unconditional positive regardAn awareness of what is needed to build, maintain, and facilitate appropriate and effective working relationships with a wide range of people
Desirable	<ul style="list-style-type: none">Prior experience of running DofE programmesPrior experience of completing the DofE AwardExperience of volunteer or staff managementAn awareness of current issues affecting young peopleExperience with the outdoors, particularly around trekking and campingThe ability to organise and plan effectively, including planning, managing and monitoring own tasks and timeThe ability to provide inspirational leadership and motivate young people and be an effective and respectful decision-maker
Additional Qualities	<ul style="list-style-type: none">Integrity and honestyA commitment to ensuring high standardsCommitment to the guiding principles of the DofE Award and TSP's aims and objectivesFlexibilitySelf-motivation