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| Job Title     | DofE Scheme Award Manager       |
| Job Type      | 12 month contract               |
| Contract Type | Part Time – 16 hours a week     |
| Location      | Bury, Greater Manchester        |
| Salary        | £29,250 (£12,480 Pro Rata)      |
| Line Manager  | The Sunnywood Project Directors |
| Start Date    | January 2026                    |

### Job Summary

The Sunnywood Project is a non-profit arts and outdoor learning organisation that inspires young people to engage with nature, creativity, and wellbeing. As a licensed organisation for the Duke of Edinburgh's Award, we deliver Bronze, Silver and Gold programmes to empower young people of Bury through adventure, challenge, and personal growth.

### Role Overview

We are seeking an enthusiastic and organised Duke of Edinburgh (DofE) Manager to lead and coordinate all aspects of our Bronze, Silver, and Gold Award programmes. This role involves overseeing recruitment, training, administration, and expedition delivery, as well as supporting participants throughout their DofE journey.

The ideal candidate will be passionate about youth development and outdoor education, with the ability to inspire and support young people from diverse backgrounds.

In addition to the responsibilities above, the role may require contributions to the organisation's wider services.

### Key Responsibilities

#### Programme Management

Lead, plan, and manage all DofE programmes (Bronze, Silver, and Gold levels)

Ensure all activities comply with DofE and The Sunnywood Project's policies, procedures, and safety standards.

Monitor participant progress using the eDofE system, providing guidance and support at every stage.

Manage, support, train and recruit DofE volunteer leaders.

Coordinate the delivery of expedition training, practice, and qualifying expeditions.

Maintain accurate records of participation, awards, and expedition logistics.



## **Engagement & Recruitment**

Actively recruit young people from local communities and partner schools/organisations to take part in DofE.

Promote the DofE programme through outreach, presentations, and community engagement events.

Communicate effectively with parents, guardians, volunteers, and staff to ensure a positive participant experience.

## **Expedition Delivery**

Plan, lead, and support expeditions, ensuring all participants are prepared, safe, and supported.

Manage expedition staff and volunteers as required.

Ensure compliance with DofE expedition framework and health & safety protocols.

## **Administration & Reporting**

Oversee all DofE-related administration, including registration, eDofE management, and award submissions.

Liaise with the DofE Regional Office and other external partners.

Report on programme progress and participant outcomes to The Sunnywood Project leadership team.

## **Person Specification**

### **Essential**

Strong organisational and administrative skills.

Confident in engaging and motivating young people.

Experience leading outdoor activities or expeditions.

Excellent communication and interpersonal skills.

Ability to work flexibly, including evenings and weekends.

A positive, proactive, and team-oriented attitude.

Full, clean UK driving licence and access to own transport.

Current DBS (or willingness to obtain one).

Safeguarding experience.

### **Desirable**

Experience delivering and/or managing DofE programmes (Bronze, Silver and Gold)

DofE Expedition Assessor or Supervisor accreditation.

Summer Mountain Leader Qualification

Outdoor First Aid qualification

Experience working within a youth, education, or community setting.



**The  
Sunnywood  
Project**

### **How to Apply**

Please send your CV and a short covering letter outlining your relevant experience and why you'd like to join The Sunnywood Project to [Sammy@thesunnywoodproject.co.uk](mailto:Sammy@thesunnywoodproject.co.uk) by 14<sup>th</sup> November 2025.