



THE SUNNYWOOD PROJECT



The
Sunnywood
Project

Role: DofE Leader (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.

As a DofE Leader, you will perform a vital role on behalf of the DofE and TSP. DofE Leaders are the adult who is responsible for a DofE group. They lead, guide, and support young people, agree their programme choices and sign off young people's sections and approve their eDofE evidence.

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	Ensure the delivery of high-quality programmes to young people assigned to your DofE Group
KT 2	Manage the provision of a safe and enjoyable 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 and arrange for the team(s) to be trained in all areas, with support and guidance from the DofE Manager / assigned Expedition Supervisor
KT 6	Encourage the use of eDofE by participants, regularly approve uploaded evidence, and agree the completion of sections.
KT 7	Celebrate achievements as often as possible

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KT 8	Keep in regular contact with the DofE Manager
KT 9	Respond to requests from TSP in a timely manner (e.g. completion of programme planners, etc.)
KT 10	Coordinate with the DofE Manager to attend key training sessions as required and follow TSP Policies and Procedures at all times

GENERAL

KT 11	Regularly communicate with parents/guardians about DofE group plans/meetings, etc.
KT 12	Use eDofE to measure the performance of the DofE group and to keep abreast of participation

Other Considerations

DofE Leaders 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 Leader: Skills and Knowledge

Essential	<p>An ability to communicate with adults and young people, both verbally and in writing</p> <p>The ability to organise and plan effectively, including planning, managing and monitoring own tasks and time</p> <p>IT literacy</p> <p>The ability to provide inspirational leadership and motivate young people and be an effective and respectful decision-maker</p> <p>Experience of and a passion for working with young people</p> <p>An ability to be empathetic and genuine with young people and adults, and communicate unconditional positive regard</p> <p>An awareness of what is needed to build, maintain, and facilitate appropriate and effective working relationships with a wide range of people</p>
Desirable	<p>Prior experience of running DofE programmes</p> <p>Prior experience of completing the DofE Award</p> <p>Experience of volunteer or staff management</p> <p>An awareness of current issues affecting young people</p> <p>Experience with the outdoors, particularly around trekking and camping</p>
Additional Qualities	<p>Integrity and honesty</p> <p>A commitment to ensuring high standards</p> <p>Commitment to the guiding principles of the DofE Award and TSP's aims and objectives</p> <p>Flexibility</p> <p>Self-motivation</p>