

Duke of Edinburgh's Award Coordinator

The Sunnywood Project

Location	Sunnywood Hub, Burrs Country Park, Bury, with hybrid/flexible working and travel to schools and expedition locations
Hours	20 hours per week
Salary	£16,000 per annum
Contract	Part-time
Reports to	Director of Education & Youth Services
Additional Expedition Delivery	Paid separately at an agreed rate and/or compensated through Time Off in Lieu (TOIL), subject to prior agreement

About The Sunnywood Project

The Sunnywood Project is a Bury-based profit-for-purpose organisation with a simple mission: Using the outdoors to enrich lives.

We provide outdoor education, youth development, wellbeing activities and community experiences that enable children, young people and adults to develop confidence, resilience, skills, relationships and a stronger connection with the outdoors.

As our education and youth provision continues to develop, we are looking for a motivated and highly organised DofE Coordinator to take day-to-day responsibility for coordinating our Duke of Edinburgh's Award activity.

Role Purpose

The DofE Coordinator will take operational responsibility for the effective planning, administration and coordination of The Sunnywood Project's Duke of Edinburgh's Award provision.

Working under the strategic leadership of the Director of Education & Youth Services, the postholder will coordinate relationships with schools, participants, parents/carers, staff and external partners and ensure that DofE programmes and expeditions are well organised, safe and delivered to a consistently high standard.

This is more than an administrative role. We are looking for somebody who can increasingly take ownership of the day-to-day DofE operation, allowing the Director of Education & Youth Services to retain strategic and quality oversight while delegating routine coordination and programme management.

The postholder will also have opportunities to participate in expedition delivery, training and other outdoor activities.

Key Responsibilities

DofE Programme Coordination

- Coordinate the day-to-day operation of Sunnywood's DofE provision across Bronze, Silver and Gold levels.
- Act as a principal point of contact for participating schools, organisations, young people and parents/carers.
- Coordinate programme calendars, training days, practice expeditions and qualifying expeditions.
- Maintain accurate participant and programme records.

- Support participant enrolment, progression and completion.
- Monitor outstanding sections and support young people to progress through their Award.
- Support the effective administration of eDofE where appropriate to Sunnywood's role and licence arrangements.
- Maintain clear communication with schools and other partner organisations.
- Ensure relevant deadlines, paperwork and operational requirements are met.

Expedition Planning & Coordination

- Coordinate expedition dates and calendars, routes and expedition areas, campsite bookings, transport arrangements and staffing requirements.
- Coordinate participant information, equipment requirements, group organisation, training requirements and expedition documentation.
- Coordinate communications with schools, participants and parents/carers.
- Coordinate supervisors, assessors and other delivery staff.
- Work with the Director of Education & Youth Services and appropriately qualified staff to ensure expeditions meet DofE requirements and Sunnywood's standards for safety and quality.

Expedition Delivery

- The postholder may have opportunities to support and lead DofE expeditions, training days and associated outdoor activity, subject to experience, competence and relevant qualifications.
- The contracted 20 hours per week primarily relate to the coordination and management of DofE provision.
- Where participation in expeditions creates significant additional working hours, including multi-day Bronze, Silver or Gold expeditions, this will be recognised separately.
- Additional expedition work will be paid at an agreed additional rate and/or compensated through Time Off in Lieu (TOIL), with arrangements agreed in advance.
- This is intended to recognise the significant additional commitment involved in expedition delivery while maintaining the sustainability of the part-time coordinator role.

Schools & Partner Relationships

- Develop positive working relationships with schools and other DofE partners.
- Provide schools with clear programme information, dates and requirements.
- Support planning meetings with school staff.
- Assist with presentations and information sessions for young people and parents/carers.
- Respond professionally and promptly to queries.
- Support the development of new DofE partnerships and opportunities.
- Help ensure schools receive a consistent, professional Sunnywood experience.

Participant Support

- Provide appropriate support and encouragement to young people undertaking their Award.
- Help participants understand programme expectations and expedition requirements.
- Support young people experiencing barriers to participation.
- Promote independence, resilience, responsibility and positive decision-making.
- Recognise and celebrate participant achievement.
- Maintain appropriate professional boundaries at all times.

Staffing & Volunteers

- Support the coordination of staff, freelance instructors, assessors and volunteers required for DofE activity.
- Ensure delivery teams receive appropriate information before activities.
- Help maintain an overview of staff availability, qualifications and deployment.

- Support expedition briefings and debriefs.
- Develop positive relationships with Sunnywood's wider volunteer community.
- Identify opportunities for volunteers and staff to develop their experience within DofE.

Equipment & Resources

- Maintain an overview of DofE expedition equipment and resources.
- Coordinate equipment allocation, issue and return.
- Identify damaged, missing or replacement equipment.
- Support appropriate equipment checks before and following expeditions.
- Identify future equipment requirements and contribute to purchasing decisions.
- Encourage participants to understand appropriate equipment selection and care.

Safety, Safeguarding & Quality

- Ensure Sunnywood's safeguarding, health and safety and operational procedures are followed.
- Escalate safeguarding concerns appropriately.
- Support the preparation and maintenance of relevant risk assessments and operational documentation.
- Ensure appropriate participant medical, emergency and contact information is available to delivery teams.
- Maintain appropriate confidentiality and data handling.
- Support the Director of Education & Youth Services in maintaining consistently high standards across DofE provision.
- Contribute to evaluation, quality assurance and continuous improvement.

Programme Development

- Identify opportunities to grow Sunnywood's DofE provision.
- Support relationships with new schools, community organisations and groups.
- Help develop sustainable models of delivery.
- Contribute to programme costing and operational planning.
- Identify opportunities to increase participation at Bronze, Silver and Gold levels.
- Explore progression opportunities for participants following completion of their Award.
- Encourage former participants to progress into volunteering, leadership and potentially paid outdoor work.

Wider Organisational Support

- As part of a small and collaborative organisation, the postholder may be required to assist with the delivery of other Sunnywood programmes, events and activities beyond DofE where reasonably required.
- This may include supporting school visits, outdoor education days, youth activities, community programmes and public events delivered by The Sunnywood Project.
- Such involvement may include practical event support, participant engagement, activity delivery, set-up and pack-down, or other duties appropriate to the postholder's skills, experience and qualifications.
- Any additional duties will be planned with regard to the postholder's contracted hours, existing DofE responsibilities and, where applicable, agreed additional payment or TOIL arrangements.

Person Specification

Essential

- Highly organised and able to manage multiple programmes, dates and deadlines.
- Excellent written and verbal communication skills.
- Confident communicating with schools, professionals, parents/carers and young people.

- Ability to take responsibility and work independently.
- Experience working with children and young people.
- Understanding of safeguarding and professional boundaries.
- Genuine interest in outdoor education and youth development.
- Willingness to work flexibly, including occasional evenings and weekends.
- Ability to maintain accurate records and administrative systems.
- Confidence using digital systems and standard office software.
- Ability to work effectively as part of a small, dynamic team.
- Commitment to The Sunnywood Project's mission of using outdoor experiences to enrich lives.

Desirable

- Previous experience of the Duke of Edinburgh's Award.
- Experience using eDofE.
- Experience coordinating expeditions or residential activities.
- Experience working with schools.
- Experience of outdoor education or adventurous activity.
- Relevant outdoor qualifications.
- First Aid qualification.
- Experience supervising or supporting volunteers.
- Knowledge of expedition planning and risk management.
- Experience supporting young people with additional needs or barriers to participation.
- A relevant Mountain Training qualification would be beneficial (for example, Lowland Leader, Hill and Moorland Leader or Mountain Leader, as appropriate to the role and experience).

Relevant DofE and outdoor training can be provided to the right candidate.

Working Pattern

The post is contracted for 20 hours per week. There will be flexibility in how these hours are worked to reflect the seasonal nature of DofE provision, school meetings, training days and programme requirements. Some evening and weekend working will be necessary.

Multi-day expedition delivery that significantly exceeds the normal contracted working pattern will be subject to additional payment and/or agreed TOIL arrangements rather than routinely being absorbed within the 20-hour contract.

Salary & Additional Expedition Payments

Annual salary: £16,000 for 20 hours per week.

This salary reflects responsibility for the ongoing coordination, administration and operational management of Sunnywood's DofE provision.

Where the Coordinator undertakes significant additional expedition delivery outside their normal contracted hours, an additional expedition fee and/or Time Off in Lieu will be agreed in advance.

Specific expedition rates and TOIL arrangements will be set separately by The Sunnywood Project and reviewed periodically.

Our Longer-Term Vision for the Role

This role forms an important part of the developing structure of The Sunnywood Project's Education & Youth Services.

As the organisation grows, we want the DofE Coordinator to become the recognised operational lead for DofE activity: developing strong relationships with schools, knowing our participants, coordinating high-quality expeditions and helping more young people achieve their Awards.

The role will work closely with the Director of Education & Youth Services while also collaborating with Sunnywood's wider team, volunteers and Community Wellbeing & Development strand.

Ultimately, the role is about much more than coordinating expeditions. It is about creating opportunities for young people to experience adventure, overcome challenges, develop independence and recognise what they are capable of achieving.