

## Role description: DofE Co-ordinator

**Hours:** Variable  
**Reports to:** DofE Manager  
**Appointed by:** DofE Manager  
**Key contacts:** DofE Manager, DofE Leaders, DofE Award Verifier, DofE Administrator

### Summary and main purpose

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 275,000 young people per year from every possible background take part in the DofE programme 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.

DofE Co-ordinators perform a vital role on behalf of the Charity and the Licensed Organisation, Dorset County Council. They are the person who sets up and manages the DofE in a centre. They support the DofE Leaders and oversee the groups.

### The key tasks of the role are to:

#### Young people

- KT1. Ensure the delivery of high quality programmes to young people in DofE groups.
- KT2. Manage the provision of a safe and enjoyable DofE programme for participants in DofE groups.
- KT3. Encourage the use of eDofE by participants and agree the completion of Awards (where appropriate).
- KT4. Celebrate achievements as often as possible.

#### Licensed Organisation

- KT5. Manage and support DofE Leaders - support them in their role and ensure they have undergone appropriate training.
- KT6. Actively manage the recruitment of new DofE Leaders when necessary.
- KT7. Ensure that all adults working with young people have been appropriately checked and approved.
- KT8. Keep in regular contact with the DofE Manager and DofE Leaders.
- KT9. Use eDofE to actively manage the DofE centre and DofE groups.
- KT10. Respond to requests from the Licensed Organisation in a timely manner.
- KT11. Ensure that all necessary expedition paperwork has been appropriately submitted to the Licensed Organisation.

#### General

- KT12. Use eDofE to measure the performance of the DofE centre and to keep abreast of participation rates and completions.
- KT13. Be a champion for the DofE within the DofE centre and actively promote the DofE within the local community.
- KT14. Attend meetings with the Licensed Organisation as necessary to keep up-to-date with developments, plans and training opportunities etc.

### Other considerations

DofE Co-ordinators must undertake the e-induction and Introduction to the DofE courses. Further training may be undertaken by completing the DofE Leadership Programme.

## DofE Co-ordinator: Skills and knowledge

### Essential:

- An ability to communicate with adults and young people, both verbally and in writing.
- An ability to organise and plan effectively.
- IT literate.
- Ability to manage staff and volunteers effectively.
- Able to provide inspirational leadership and motivate adults and young people.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Plan, manage and monitor own tasks and time.

### Desirable:

- Experience of running DofE programmes.
- Volunteer or staff management.
- Knowledge of current issues affecting young people.
- Experience of working with young people.

### Qualities:

- Integrity.
- Respected decision maker.
- Committed to ensuring high standards.
- Commitment to DofE's guiding principles.
- Flexible approach.
- Self-motivated.