

DofE VOLUNTEER RECRUITMENT PROCESS

A. The process for all potential volunteers is as follows:

1. Register interest by contacting the Council's DofE Manager email: dofe@dorsetcouncil.gov.uk or use the [contact form](#)
2. Volunteer completes an application form, DBS ID Check sheet and HR14 – as listed <http://www.dofedorset.org/volunteering/>
3. On receipt of the DBS clearance from DC HR, the volunteer continues with recruitment.
4. Meet with Centre Head to Identify a mutually acceptable role/placement and start the adult induction.
5. An online eDofE Account should be created for you to accommodate training and your role.
6. [Introduction to DofE training](#) needs to be completed within the first six months in most cases
7. There are several e-modules that can be undertaken, using the ID created as in 5. <https://edofe.org/elearning>

Further training undertaken as desired/required

B. DofE roles include:

- Group Leader - acting as mentor for a small group of young people, keeping in contact with them at the Centre or using the on-line eDofE system
- Section co-ordinator - taking responsibility for offering guidance and support to Centre members in one section of their Award - Volunteering, Skills or Physical
- Expedition Trainer/Assistant Supervisor - this requires outdoor or other appropriate experience (eg first aid or cooking)
- Expedition Supervisor - this requires an outdoor qualification (training available) and current First Aid certificate
- Expedition Assessor - - requires an outdoor qualification, appropriate experience of DofE and accreditation through a national course
- Centre Co-ordinator - responsibility for managing an Open Centre, its adult volunteers and DofE Participants

Note - all roles require enhanced DBS clearance through Dorset Council.

C. Induction training includes:

- Completion of the on-line DofE e-induction course (takes approx 30 minutes)
- Safeguarding training (3 hour evening course minimum - volunteers can undertake a longer course if they wish)
- Attendance at an Introduction to DofE course - usually a one-day course

Expedition volunteers not already in possession of an appropriate outdoor qualification need to work towards gaining an appropriate qualification and (16hr) first aid training within the first 18 months. Volunteers need to be aware of the time commitment required to both attend the relevant courses and gain appropriate levels of experience.

Note: We will not accept anyone as an Expedition Assessor until they have completed at least one DofE expedition season as a trainer/supervisor.

It is essential that we recruit volunteers of the highest calibre to work with our young people, and that we offer the volunteers the best training and support as part of the process. Volunteering with the DofE is a big commitment, and should not be undertaken lightly.

Having said that, I also believe that it is one of the most rewarding volunteering opportunities available to anyone who enjoys working with young people, indoors or out.

Please contact me for further information or to arrange an initial meeting.

Trish Walker
DofE Manager Dorset Council

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