

# Thurrock Council volunteer role description

## Duke of Edinburgh's Award group leader

<b>Supported by</b>	Duke of Edinburgh's Award Development Officer
<b>Role summary</b>	Volunteering as part of a team to lead, guide, inspire and encourage young people within the Duke of Edinburgh's Award expedition section. A leading youth charity, the Duke of Edinburgh's Award gives all young people the chance to develop skills for work and life, fulfil their potential and have a brighter future.
<b>Location</b>	Due to the nature of this opportunity, it may be in multiple locations. The head office is Stanford-le-Hope Youth Centre, Hassenbrook Road.
<b>How to apply</b>	Complete the application form at <a href="http://www.thurrock.gov.uk/volunteering">www.thurrock.gov.uk/volunteering</a>

### Tasks and responsibilities

You will be expected to:

- effectively deliver the Duke of Edinburgh's Award in line with Thurrock Council operating authority
- attend regular meetings with young people to support and encourage participation within the Duke of Edinburgh's Award
- attend training and development opportunities
- comply with all Thurrock Council's policies and procedures
- communicate regularly with your allocated Duke of Edinburgh's Award delivery team
- develop and maintain a personal knowledge of the Duke of Edinburgh's Award and its current conditions and requirements
- comply with the administrative, operational and insurance procedures of the operating authority and the Duke of Edinburgh's Award
- launch and promote the Duke of Edinburgh's Award and enrol young people into the Duke of Edinburgh's Award programme
- record participants' progress through their Duke of Edinburgh's Award programme
- communicate regularly with the operating authority

### Skills and experience

You must:

- be able and willing to engage with young people aged between 14 and 25 years-old
- have, or be willing to work towards, gaining knowledge of the Duke of Edinburgh's Award
- have, or be willing to work towards, gaining qualifications relevant to the role – for example, Youth Work, expedition, Duke of Edinburgh modular training framework

### Time commitment

Mainly weekends or school holidays over 2, 3 or 4-day periods, depending upon the award level. There will also be some additional sessions for training or meetings.

## **Support you will get**

We will:

- reimburse expenses, as agreed
- provide induction training
- provide relevant training and development
- provide on-going support

**This role requires a Disclosure and Barring Service (DBS) check.**