



# Duke of Edinburgh Adviser

## **Role description**

To be the point of contact for counties, advising on the implementation and continued delivery of the Duke of Edinburgh Award (DofE) in accordance with Girlguiding policies.

## **Term of Office**

Three years

## **Responsible to**

region chief commissioner

## **Personal profile**

- Knowledge of DofE and Girlguiding procedures
- Experience as a DofE leader
- Excellent communicator
- Ability to work as part of a team

## Responsibilities

- Keep counties informed (via county DofE advisers) of any changes in policy
- Work with the region team to ensure that opportunities exist for all leaders and young members to participate in the DofE Award
- Work to increase the number of DofE supervisors, DofE assessors and DofE county advisers in the region
- Hold meetings with county DofE advisers at least once a year
- Be the point of contact with CHQ as required, attending meetings or participating in teleconferences if needed
- Contribute to organising the Gold DofE Residential with assistance from the region office
- Be a part of the Adventure subgroup for region and attend quarterly meetings
- Act as a sign off for DEN forms in the instance that there is no county adviser, ensuring that DEN forms are completed to the correct standard

## Support

Support is offered by the region office which includes advertising events, producing application forms, preparing resources for trainings/events and cascading information to county advisers. The region office are also responsible for maintaining the region EDofE site.

## Expenses

Expenses Claim Forms should be submitted to the region office. General expenses include: postage, telephone calls, stationery, photocopying (if unable to use region office) and travel.

## Recruitment information

Please note this is a volunteer role and does not form part of any contract of employment.

There is no remuneration for this post, but all reasonable expenses will be reimbursed.

We're keen to hear from volunteers of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. We also welcome volunteers of all ages 18+.

We're flexible, and volunteering can be arranged to fit around a busy lifestyle. Girlguiding is committed to making reasonable adjustments to support all volunteers.

## How to apply

Please email [louisa.wright@girlguidingnwe.org.uk](mailto:louisa.wright@girlguidingnwe.org.uk) with a short statement of why you're applying and what experience and skills you could bring to the role.



@GirlguidingNorthWestEngland



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