

VR034 – Volunteer Role – Duke of Edinburgh (DofE) Leader

Role Purpose

The purpose of this Volunteer Role is to be a Leader to a group or groups of young people enrolled in the **Duke of Edinburgh Awards (DofE)** programme within Aberdeenshire Council.

The volunteer will be required to undertake duties in relation to the **Aberdeenshire DofE Leader role** within the scheme and provide their time and expertise for no financial reward.

Due to the volunteer providing:

- Unsupervised contact with young people (under 18) under arrangements made by the DofE Co-ordinator or Head of Service;
- Or supervising young people (under 18) while carrying out set tasks in appropriate setting. E.g. classroom situation or expedition on the hills.

There is a requirement for the volunteer to undertake a **PVG Scheme Membership - Children** check in relation to the duties and task listed below.

Duties may include;

- To provide supportive, encouraging and inspirational leadership in engaging young people in the DofE scheme, making a difference to their lives, through the delivery of a high quality programme for participants.
- Support participants through their expedition planning and arrange/deliver training including ensuring clear expected standards of behaviour, teaching of camping and navigation skills to young people.
- Ensuring that participants are well prepared and competent for expeditions, through training, ensuring best practice in following Aberdeenshire Health & Safety and excursion procedures.
- Be responsible for the completion of agreed paperwork and on-line submissions through Evolve and eDofE.
- Meeting with participants regularly and parent/guardians as required to ensure progress through the award scheme facilitating success and completion.
- To commit to CPD and undergo training as required in the development and quality assurance of the scheme.
- To ensure DofE standards are adhered to.

Essential

- Aberdeenshire Council Volunteer Induction
- Intro to DofE Module
- Aberdeenshire Council Child Protection.
- Aberdeenshire Council Data Protection.
- First Aid Qualification

Desirable

- Navigation & Hill Skills.
- 2 day outdoor first aid.

The purpose of this document is to indicate the general tasks involved and not to form an exhaustive list of detailed activities. The above tasks will develop in line with the volunteering role through induction, training and experience.

Pre volunteering checks that are required prior to commencing in this volunteer role include Eligibility to work in the UK, Reference, **PVG Scheme membership – Children** and an Overseas Criminal Record Check should the potential volunteer meet the criteria. An offer of volunteering by Aberdeenshire Council will be subject to the outcome of these checks being satisfactory.

For a person to be eligible to work and volunteer in the UK they must provide proof through valid documentation. The lists of acceptable documentation, as outlined by the Home Office, indicate the different documents that can be provided. Please note that in some cases a combination of documents will be presented. Documents from [List A](#) demonstrate an ongoing right to work or volunteer in the UK. Documents from [List B](#) demonstrate that the individual has a time limit to their right to work to volunteer in the UK. An individual should not continue in volunteering beyond the expiry date on the documentation unless further documents are presented.

Please refer to the [Volunteer Procedure](#) for full requirements.