

## **VR054 - Volunteer Role – Duke of Edinburgh (DofE) Co-ordinator**

### **Role Purpose**

The purpose of this Volunteer Role is to manage the DofE Centre for groups/participants seeking to complete **Duke of Edinburgh Awards (DofE)**.

The volunteer will be required to undertake duties in relation to the Aberdeenshire Duke of Edinburgh (DofE) Co-ordinator role within the scheme and provide their time and expertise for no financial reward. To provide supportive, encouraging and inspirational leadership in managing leaders and young people in the DofE scheme. Making a difference to their lives, through the delivery of a high quality programme for participants.

The role does not legally permit a PVG check to be undertaken on the potential volunteer. This is based on the role operating with having no opportunity for unsupervised contact with children.

### **Duties may include;**

- Recruit and support DofE volunteers and participants.
- To ensure DofE standards are adhered to.
- To provide statistics for their DofE centres (including within eDofE).
- To coordinate training requirements with the Aberdeenshire DofE team.
- Responsible for communicating directly with the Aberdeenshire DofE team.
- To ensure all paperwork is complete including eDofE and Evolve.

### **Abilities, Skills and Qualifications:**

- To be familiar with the DofE Guiding Principles and Structure.
- Good listening skills, with ability and experience to communicate well with adults and young people, building positive relations.
- Ability to organise and plan effectively, including monitoring own tasks and time.

Induction Training provided by Aberdeenshire Council:

### **Essential**

- Aberdeenshire Council Volunteer Induction
- Aberdeenshire Child Protection.
- Aberdeenshire Data Protection.
- Intro to DofE module.

### **Desirable**

- First Aid Certificate.
- DofE Supervisors module.

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 and a Reference. 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.