

VR055 – Volunteer Role – Duke of Edinburgh (DofE) Helper

Role Purpose

The purpose of this Volunteer Role is to provide support to the members of a DofE centre within **Duke of Edinburgh Awards (DofE)** programme within Aberdeenshire Council.

The volunteer will be required to undertake duties in relation to the **Aberdeenshire DofE Helper 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, Leader 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.
- To ensure DofE standards are adhered to.
- Support and mentor participants through any specific part of their programme.
- Support leaders whom are responsible for the completion of agreed paperwork (Evolve, EDofE, Green Forms)
- Meeting with participants and parent/guardians regularly to ensure progress through the award scheme and best customer service.
- To commit to CPD and undergo training as required in the development and quality assurance of the scheme, including the ability to assess participants' competency/progress.
- To provide training on specific areas of the programme (e.g campcraft).
- To encourage sustainability of the DofE centre by sourcing funding, grants and encourage public relations.
- To assist in maintaining expedition resources.

Essential training

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

Desirable

- First Aid.
- Low Hills Qualification.

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.