

# VOLUNTEER ROLE DESCRIPTION

## REGIONAL DOFE AWARD SUPPORT OFFICER

St John Ambulance provides opportunities for young people to develop their skills, knowledge, and abilities through undertaking the Duke of Edinburgh's (DofE) Award. The Regional DofE Award Support Officer will promote and engage young people, and their leaders, in the award, to ensure that young people within the organisation have access to the opportunities offered by the programme.

**Expected time commitment:** 20 hours a month (primarily evenings and weekends)  
**Function:** Youth  
**Line managed by:** Regional Adventure Lead (with dotted line to National Adviser, Duke of Edinburgh's Award)

### WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- Promote and lead the running of the Duke of Edinburgh's Award within the Region, in liaison with the National Duke of Edinburgh Advisor.
- Provide expert support to regional volunteers / employees regarding the implementation of the DofE award in St John Ambulance.
- Support the recruitment, retention, and development of DofE leaders within the region.
- Ensure the delivery of high quality DofE programmes to young people in the region, including verification of completed awards.
- Work in partnership with relevant departments to support the on-going development of the DofE award, i.e. Student Volunteering, Youth
- Disseminate communications that relate to DofE in accordance with any agreed regional communication plan.
- Follow all St John Ambulance Policies and Procedures as implemented within the organisation, ensuring that all activities relating to the DofE award are compliant with insurance and safeguarding policies.
- Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder.

### WHO WE ARE LOOKING FOR (PERSON SPECIFICATION)

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|--|-----------------|
| • Able to communicate effectively, both verbally and in writing, with a variety of people.                           | <i>Required</i> |
| • Passionate about working with young people and the DofE award.   | <i>Required</i> |
| • Ability to use Microsoft® applications at intermediate level.  | <i>Required</i> |
| • Able to inspire, maintain, and facilitate effective & motivated working relationships with a wide range of people. | <i>Required</i> |
| • Committed approach in delivering your agreed tasks with drive and determination.                                   | <i>Required</i> |
| • Able to work on own initiative and as part of a team.  | <i>Required</i> |
| • Enthusiastic about the work of St John Ambulance and an appreciation of our values.                                | <i>Required</i> |
| • Willingness to travel.   | <i>Required</i> |
| • Holder of a Duke of Edinburgh Award  | <i>Desired</i>  |

### WHAT YOU WILL GET FROM THIS ROLE

- Develop interpersonal; project management and training/presentation skills.
- Develop experience in working with young people and leading small teams.

### ROLE SPECIFIC EXPECTATIONS

- ***This role is exempt from the provisions of the Rehabilitations of Offenders Act.***
- Develop knowledge and experience of the Duke of Edinburgh's award scheme.
- Develop a network of contacts to promote and support the scheme within the region.
- Administer the award on a regional basis.

## SCREENING REQUIREMENT FOR ROLE (CATEGORY TWO)

This role requires the following pre-volunteering screening checks:

- Occupational Health (including driving if appropriate).
- Criminal record check (DBS) including child barring list.
- Professional Registration (PIN) check in necessary.
- Two written references.
- Identity and right to volunteer checks.
- Interview.

## TRAINING & SUPPORT PROVIDED

The training we will provide for you in your first few months is as follows:

- Welcome programme introducing you to the charity.
- Relevant DofE leader courses and other training
- First Aid training.
- Introduction to Safeguarding Level 1 & appropriate youth leadership training
- Training on appropriate IT systems such as DIPS, eLearning and DofE systems.

The training we will provide for you in your first six months is as follows:

- Driver training (if applicable).
- Training in appropriate SJA policies

SJA will provide workwear (a uniform) appropriate to the role excluding footwear and you will wear a 'Support' role bar when undertaking this role.

## OUR VALUES

This role requires the volunteer to embrace the organisation's vision and values, which are:

***'Everyone who needs it should receive first aid from those around them. No one should suffer for the lack of trained first aiders.'***



This role description is intended as an outline indicator of general areas of activity and will be amended considering the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

**Prepared by:** Youth / Volunteering

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