



DofE Program Leader

Challenge Adventure Group (“CAG” for short and the operating name of CAG Trust) is a voluntary youth organisation for Knowle, Dorridge and beyond aimed at boys aged 10 and above.

As our name suggests, we provide challenging, adventurous and fun activities and the D of E Award for young people in their leisure time. Taking part in fun experiential activities enables members to develop their physical and mental skills and capacities and reach their full potential of becoming positive, active and happy citizens.

Summary

CAG was formed in 2009 and became a charity, CAG Trust, in 2019. The Duke of Edinburgh’s Award (DofE) is a UK charity that makes a difference to young people’s lives and prepares them for life and work. Young people from every possible background take part in the DofE programme each year to broaden their horizons, develop their leadership skills, learn to work with others, volunteer in their local communities, increase their employability, and prove to themselves they can succeed at a serious challenge.

The DofE Leaders perform a vital role on behalf of the DofE and CAG. They are the adult leaders responsible for the management and training of a DofE group which could be at Bronze, Silver or Gold level. They lead, guide, train and support young people, agree their program choices, sign off their completed sections and approve their eDofE evidence.

Description

We are looking for someone to lead and train our DofE groups to a successful conclusion and take home an award to be proud of.

To get the most out of this role, you’ll probably have worked with young people before and have a love of the great outdoors and maybe into paddling, cycling, mountain biking or walking. You’ll be comfortable with the skills needed to complete expeditions (e.g. navigation, route planning, map reading, using a compass, campcraft) and be able to cope with changing and challenging situations.

Formal qualifications in outdoor leadership (e.g. BEL or ML awards) or other skills (e.g. canoeing) are welcomed but not essential. CAG can provide training opportunities to the right person.

Key Tasks

“Challenge Adventure Group” is a working name of **CAG Trust**, a charity registered in England and Wales, number 1182688.

Young people

- Ensure the delivery of high quality programmes to young people in the DofE group.
- Manage the provision of a safe and enjoyable DofE programme for participants in the DofE group.
- Support participants to decide on their program choices and set their timescales and goals.
- Regularly encourage & review participation in chosen activities by participants.
- Train teams to undertake expeditions.
- Support expedition team(s) with their expedition planning.
- Coordinate with other CAG team members for the successful planning and completion of expeditions.
- Encourage the use of eDofE by participants, regularly approve uploaded evidence and agree the completion of sections.
- Celebrate achievements as often as possible.

CAG - the Licensed Organisation

- Keep in regular contact with the DofE Manager / Coordinator & CAG Trips Coordinator
- Respond to requests from CAG, in a timely manner.

General

- Regularly communicate with parents about DofE group plans / meetings etc.
- Use eDofE to measure the performance of the DofE group and to keep abreast of participation.

In addition DofE Leaders must undertake the e-induction and Introduction to the DofE courses.

Further training may be undertaken by completing the DofE Leadership Programme.

Ideally you should have / be:

- An ability to communicate with adults and young people, both verbally and in writing.
- An ability to organise and plan effectively.
- Office software literate.
- Able to provide inspirational leadership and motivate young people.
- Experience of working with young people.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Plan, manage and monitor your own tasks and time.

In addition you will need:

- Integrity.
- Committed to ensuring high standards.
- Commitment to DofE's guiding principles & CAG ethos.
- Flexible approach.
- Self-motivated.
- A car driver or have ability to travel to attend events & meetings
- The post holder must be able to provide a satisfactory Disclosure and Barring Check, either a current or new application that can be made through CAG

Making a difference - what impact will the opportunity have?

Your input is key to the running of CAG as well as securing its future. This role puts you in a real position to support young people in developing their skills in expedition activities. You will play an invaluable part of the quality checking process of the expeditions. If you're thinking of a career in teaching, youth work or outdoor education, or wish to further your experience as an expedition expert, this role will give you invaluable experience.

What's in it for the volunteer?

You would become part of our small, friendly team and you have the opportunity to use your time, skills and experience to make a real difference to CAG and the community in which we operate. You will also have some fun, support a good cause, gain skills and experience, and support the DofE.

About the location

Where will the volunteer be working?

The volunteer can do some of the work remotely, for instance, access eDofE from home and contact participants via online messaging services. However, most of your time will be spent working in close contact with the DofE participants at our unit in Bickenhill on Tuesday meeting nights or on some weekends away on training and practice expeditions.

Travel Limit

- Some remote work but mainly on Tuesday nights at our meeting place in Bickenhill, Solihull

When will the volunteer be working?

Volunteer availability

- Mostly Tuesday evenings (CAG's meeting night 7pm - 9pm during term time)
- Expeditions happen several times a year, in locations locally and further afield so you will need to be available for some weekends away for expedition training and practice - for instance in the Derbyshire Peak District, Shropshire etc

Estimate of time commitment

- 0 - 4 hours / week & some weekends - the candidate will be able to offer further time as they wish

Details

The volunteering could be long term.

Application details

If you have any questions regarding this role please contact Izzy Jeynes on izzy@challengeadventure.org

If you would like to apply for this role please send a CV and covering letter to izzy@challengeadventure.org or [apply online at this link](#).

Successful applicants will require an enhanced DBS and two references.