



DofE Award Program Manager / Coordinator

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 Manager will perform a vital role to ensure that The Duke of Edinburgh’s Award is operated in accordance with the terms of the CAG Licence agreement and support the DofE’s mission. They will develop, support and promote the delivery of the DofE within the remit of CAG.

Description

We are looking for someone to manage and coordinate our DofE program. 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 and walking. You’ll be comfortable with the skills needed to complete expeditions (e.g. navigation, map reading, using a compass), 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.

The key tasks of the role are to:

Young People

- Ensure the delivery of high quality programmes and identify opportunities for increased participation.

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

- Manage the provision of safe and enjoyable DofE programs for participants.
- Issue badges and certificates on completion of Awards.
- Arrange suitable opportunities to celebrate young people's DofE achievements.
- Purchase Welcome Packs and assign Participation Places.
- Deal with complaints and queries in an efficient manner.

DofE Groups

- Authorise, manage and set up sufficient DofE groups to ensure access to a DofE programme for all participants who wish to take part.
- Approve the appointment of Leaders, Instructors, Supervisors and Assessors and ensure they have access to appropriate training/qualifications for their role.
- Manage and support Leaders – support them in their role, ensure they have undergone appropriate training and actively manage the recruitment of new Leaders when necessary.
- Use eDofE to actively manage DofE groups and leaders.
- Ensure that all DofE groups are adhering to the correct policies and procedures.
- Run an active volunteer recruitment programme.

General

- In conjunction with the relevant DofE Regional/Country Office develop, implement and review a DofE development plan, which includes supporting the DofE to meet its strategic aims.
- Use eDofE to support the delivery and management of DofE
- Use the eDofE reporting functions to measure performance and set development targets.
- Attend at least one meeting/event organised by your DofE Regional/Country Office per year to keep up to date with DofE developments.
- Ensure compliance with all aspects of the DofE Licence.
- Be a champion for the DofE within CAG and actively promote the DofE within the local community.

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

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.
- Ability to manage staff effectively.
- Able to provide inspirational leadership and motivate adults.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Plan, manage and monitor your own tasks and time.
- Construct and implement long-term plans that improve and expand DofE programmes offered to young people and identify any training, resources and other needs required to undertake this work.

In addition you will need:

- Integrity.
- Respected decision maker.
- Committed to ensuring high standards.
- Commitment to DofE's guiding principles.
- 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 - 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.