

## **Volunteer role information**

# **Duke of Edinburgh's Award (DofE) adviser**

### **About Girlguiding**

With Girlguiding, girls have fun, adventure and the space to discover their potential. Girls can do anything. We help them know that, whether they're 4 or 18 or in between. Girls have a home at Girlguiding - whoever they are, and wherever they are. Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

### **About Girlguiding London and South East England**

Girlguiding breaks down into gradually smaller groups that deliver good guiding for their area. At the highest level, the UK is split into nine countries and regions. Girlguiding London and South East England is one of the regions of Girlguiding and we are here to deliver and support the business of Girlguiding in the region.

The region consists of 17 counties from Sussex, Surrey, Kent, Middlesex and London, with over 42,000 young members and 11,000 volunteers. We provide training and support for adult volunteers to enable them to deliver good guiding experiences and share good practice across the region.

This is an exciting time to join us as we are working on our strategy for 2022-2027, reflecting the Girlguiding strategy of 'Today, Tomorrow, Together' to meet the needs of our members in today's society.

### **About the role**

We're looking for an enthusiastic individual who understands the value of the Duke of Edinburgh's Award (DofE) programme, can lead and develop the network of county advisers and manage the DofE strategy for the region. The main purpose and function of this role is to work with the county advisers and encourage DofE at all levels within the region so we can continue changing the world, one girl at a time.

## Some of what you'll do

### The list below outlines the general responsibilities of the role:

- An adviser is a designated point of contact for a particular element of the guiding programme. You will aim to give more young members ways to access opportunities for development, challenge and adventure, within the context of DofE.
- Act as a focal point for county DofE advisers by ensuring they are kept up to date within their specialism by:
  - Providing advice and support
  - Responding to queries
  - Organising and leading support meetings/drop ins sessions throughout the year
  - Relaying information, updates and guidance from Girlguiding and DofE
- Where appropriate liaise with county commissioners over DofE in their counties.
- Assist where needed with the induction and transition of new county advisers.
- Keep up to date with new DofE and Girlguiding processes, funding applications and news, considering how best to disseminate information. Ensuring channels of communication are kept open in both directions with Girlguiding, DofE, county advisers / leaders.
- Attend and contribute to region team meetings and Girlguiding UK national DofE meetings.
- Develop and maintain clear communications with region staff, relevant advisers (such as walking, residential, outdoors and adventure), trainers and lead volunteers.
- Ensuring appropriate standards are maintained at each level of the award across the region.
- Provide support to leaders in what activities are appropriate for each section, and what needs to be included in assessors' reports. Provide advice and support on the practicalities of the DofE expedition section including signposting to options for expeditions.
- Provide support to counties to facilitate county level (individual or joint) expeditions. Signpost participants to available expeditions. Potentially coordinate or facilitate region led expeditions if required.
- Checking DEN forms submitted by county advisers
- Approve applications to be accredited expedition assessors before forwarding to HQ.
- Have specific responsibility managing the DofE budget and liaise with the region team as necessary.
- Agree each year how many DofE places will be bought from DofE to be held at region level.
- Hold and manage a region email account and respond to queries in a timely manner, redirecting where appropriate.

## **eDofE-specific:**

- Take on the role of eDofE coordinator.
- Manage the region DofE centre
- Support leaders and oversee all groups within your centre.
- Monitor activities in counties through eDofE – including numbers of awards gained.
- Work with the region staff team to register new participants on eDofE.
- New DofE units: liaise with the region staff on the process of registering new participants and new units offering DofE. Ensure new units get support either from their county adviser or if not in place yourself as region adviser.
- Make sure groups on eDofE only contain participants who are actively completing a DofE programme.
- Communicate with DofE leaders to check information on eDofE is correct for active groups and participants.
- Check that all adults with a role on eDofE are also registered on GO with an active role.
- Verify all submitted Bronze & Silver awards – or agree appropriately trained and qualified person to be the region verifier.
- Where possible, ensuring offers of places at Gold presentations are offered to leaders who have had significant input into those gaining their gold awards (liaising with Girlguiding HQ).

## **What will Girlguiding London and South East England do for me?**

- Provide an induction to the role, region organisation structure, and explain how your responsibilities and position fit within the strategic plan.
- Help develop your skills and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).

## **Am I right for the role?**

The DofE adviser will lead the strategy for DofE for the region, support the county advisers and manage eDofE. While we can offer you guidance and support, we would expect you to possess the skills & personal qualities as outlined below:

- An interest in DofE and a drive to inspire further growth of the award
- Knowledge of the DofE programme and/or an ability and willingness to learn
- An enthusiastic ambassador for DofE with an ability to motivate and inspire others
- Demonstrate strong leadership and the ability to coordinate and support others effectively utilising a collaborative approach
- Build and maintain productive working relationships and networks
- Excellent verbal and written communication skills
- An ability to problem solve and manage occasional difficult conversations

- Strong organisational skills
- Understanding of budget management and event planning
- Able to interpret and use simple data to monitor impact and inform improvements and strategy
- Takes a proactive approach but is empowered to and asks for help when needed
- A fun, open and approachable manner
- A commitment to on-going personal development

### **For all our roles we expect volunteers to:**

- Be willing to get an enhanced disclosure check and complete relevant safeguarding training, all provided by Girlguiding
- Want to adhere to our volunteer code of conduct

### **Who you will report to**

You will report to the assistant chief commissioner for girl experience (note this may change in the future). You will have contact with region staff members supporting DofE as well as other members of the region girl experience team. You will communicate with county coordinators across the region regularly. You will develop a good working relationship with the volunteer and staff team at Girlguiding UK.

### **Recruitment information**

We're keen to hear from people of all backgrounds, abilities, races, sexual orientations, socioeconomic backgrounds, and of all faiths and none. This volunteer position is open to members over the age of 18. We're flexible, and volunteering can be arranged to fit around a busy lifestyle. Girlguiding is committed to making reasonable adjustments to support all volunteers. Please note that this is a volunteer role and does not form part of any contract of employment. There is no remuneration for this post, but all reasonable expenses will be reimbursed. This appointment is for an initial 3-year term.

### **How to apply**

Please email [recruitment@girlguidinglaser.org.uk](mailto:recruitment@girlguidinglaser.org.uk) with a short statement explaining why you are interested and what you could bring to the role. If you have any questions about the role, please direct them to: [sianb@girlguidinglaser.org.uk](mailto:sianb@girlguidinglaser.org.uk)

Please note we will ask for a reference from your county commissioner post application.

**Closing date: Thursday 2 July 2026**