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|  | Job Description**Duke of Edinburgh Manager**  |
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| **Responsible to: SLT Link**  **- Assistant Headteacher****Contract – 1 yr Fixed Term****Salary – TLR2A****Start Date – ASAP****Report to – Assistant Headteacher**Summary and main purposeThe 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. Over 300,000 young people per year from every possible background take part in the DofE programme 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.DofE Managers perform a vital role on behalf of the charity. They ensure that The Duke of Edinburgh’s Award is operated in accordance with the terms of the Licence agreement and support the DofE’s mission. They develop, support and promote the delivery of the DofE within the remit of their Licensed Organisation.**The key tasks of the role are to:****YOUNG PEOPLE*** Ensure the delivery of high quality programmes and identify opportunities for increased participation.
* Manage the provision of a safe and enjoyable DofE programmes for participants from the Licensed Organisation.
* 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 Managers must undertake the e-induction and Introduction to the DofE courses.

**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.
* Ensure that all DofE groups are adhering to the correct policies and procedures. Run an active volunteer recruitment programme.
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The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

# EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

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| **I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.** |
| **Name:** | **Signature:** |
| **Date:** |  |