



## **JOB DESCRIPTION**

### **DofE Volunteer**

**Location:** Ridgewood School, Campsmount Academy, and off-site expedition locations

**Responsible to:** DofE Expedition Coordinator/Expedition Leader

#### **JOB PURPOSE**

To support the safe, inclusive, and successful delivery of the Duke of Edinburgh Award expeditions and activities by assisting staff in supervising, encouraging, and guiding young people during their participation in the programme.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Support the DofE Expedition Leader with the preparation and delivery of expeditions and related activities.
- Supervise groups of young people during walks, campsite activities, and rest stops, always prioritising safety and wellbeing.
- Encourage participants, foster teamwork, and promote resilience and independence in line with DofE values.
- Adhere to the Trust's policies and procedures, particularly around safeguarding, health and safety, and conduct.
- Assist with equipment setup and campcraft activities where required (e.g. tents, stoves, hygiene).
- Ensure appropriate behaviour and report any issues or concerns to a member of staff immediately.
- Attend and complete induction training, including safeguarding and DofE programme expectations.
- Act as a positive role model and representative of the Trust while interacting with pupils, staff, and the public.
- Maintain appropriate boundaries with students and respect confidentiality at all times.

**Time Commitment:** Flexible – mostly weekends, evenings, and occasional weekdays during expedition season (Spring–Autumn). Residential commitments may be required.

**Duration:** Voluntary – ongoing or per season basis, subject to completion of induction, references, DBS clearance, and annual review.

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

## Person Specification

	Essential	Desirable
Experience working with young people	✓	
Understanding of the DofE programme	✓	
Ability to work as part of a team	✓	
Strong communication skills	✓	
Enthusiasm for the outdoors and youth development	✓	
First Aid training or willingness to complete it		✓
Navigation/map reading skills		✓
Prior involvement with DofE or similar youth programmes		✓
Understanding of safeguarding principles	✓	
Willingness to attend induction and training	✓	
Commitment to equality, diversity, and inclusion	✓	

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