

The Role of the County Duke of Edinburgh's Award Adviser



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General

The Duke of Edinburgh's Award now plays a bigger part than ever in The Scout Association's programme. It is an integral part of Scouting for those aged 14-25, and the Bronze, Silver and Gold Awards link strongly to the Chief Scout's Platinum Award, Chief Scout's Diamond Award, and the Queen's Scout Award respectively.

Role of County Advisers

The Scout Association is a Licensed Operating Authority for the Duke of Edinburgh's Award. This means that The Award Head Office 'franchises' responsibility for running the Award to The Scout Association. Other Licensed Operating Authorities include Local Education Authorities and other Youth Organisations such as GirlGuiding UK. When a Young Person buys an Entrance Pack, they are signing up to participate in The Award, and signing up to participate through the Licensed Operating Authority that issue the pack.

Each County in England has an Adviser for The Duke of Edinburgh's Award. Some larger Counties also have District Advisers. This is to be encouraged. For more information on the role of District Advisers, please refer to factsheet FS120308 The Role of District Duke of Edinburgh's Award Advisers.

To operate the Programme successfully and offer young people a comprehensive range of activities, a team approach is desirable, with the County Adviser undertaking the responsibility for co-ordinating the work of helpers and participants.

The County Adviser need not be involved with the detailed running of any particular part of the

Award, but should ensure continuity, pooling of expertise, a sharing of responsibilities, and the overall quality of the Award experience.

This may sound daunting, but is what already happens in the majority of Counties!

The Job Description

There is not a fixed job description for a County Adviser, as this should be tailored to the County and the person taking on the role. Below is a list of possible responsibilities of a County Adviser, and further guidance on how to discharge these responsibilities can be found in the County Advisers Induction Pack. This pack is sent out upon the appointment of a new County Adviser being notified to Gilwell Park.

Responsibilities of the County Adviser

The County Adviser has a number of responsibilities –

To The Scout Association (Gilwell Park)

- liaise with the Award Officer in the Activities Office at Gilwell Park.
- obtain promotional and operational publications
- comply with the administrative, operational procedures and policies of The Scout Association and the Award
- issue Entrance Packs obtained from The Award Scheme Limited in Edinburgh
- understand the insurance arrangements of The Scout Association and the Award
- forward completed Gold Record Books to Gilwell Park for authorisation

The Scout Information Centre

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- forward forms for Expeditions Abroad and Other Adventurous Projects to Gilwell Park for authorisation
- facilitate the presentation of badges and certificates

To Leaders and the Community

- recruit, brief and arrange the training of leaders and others in accordance with The Scout Associations procedures
- identify and, where appropriate, directly organise suitable activities in the community to launch and promote the Award
- regularly review financial arrangements for operating the Award within the County
- advise of suitable assessors for each section of the Award.

For Quality Assurance

- monitor, review and assess the quality of participants' experience through the Award using appropriate methods (peer review, one-to-one or group discussions, self-evaluation etc)
- keep up-to-date on Award developments through the Award Journal, web site, local networks and through conferences, courses and training events.
- Maintain appropriate records of the Award's operation within your locality (this may include the use of the Duke of Edinburgh's Award Management System – DEAMS)

To Participants (this functions may be delegated to District Advisers and Section Leaders)

- discuss with participants their choice of activities
- record participants' progress through the Award
- help young people to continue the Award on relocation
- return Record Books to participants once Award has been validated
- obtain parental/guardian support and consent where appropriate
- authorise Awards at Silver level and at Bronze level where a District Adviser.