

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



Item Code FS120302 Dec/09 Edition no 6

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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 DofE programme 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 a Welcome Pack, they are signing up to participate in a DofE programme, and signing up to participate through the Licensed Operating Authority that issue the pack.

Each County/ Country wishing to operate the DofE through The Scout Association licences required to have an Adviser for The Duke of Edinburgh's Award. Some larger Counties also have District Advisers or multiple County Advisers. 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 programme, but should ensure continuity, pooling of expertise, a sharing of responsibilities, and the overall quality of the DofE 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 passed on at an induction with the DofE Manager for the Scout Association, this should be arranged upon appointment of a new adviser.

Responsibilities of the County Adviser

The County Adviser has a number of responsibilities –

To The Scout Association (Gilwell Park)

- liaise with the DofE Manager 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 DofE
- issue Welcome Packs obtained from The Award Scheme Limited in Edinburgh
- understand the insurance arrangements of The Scout Association and the DofE

The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email info.centre@scout.org.uk www.scoutbase.org.uk

- forward completed Gold Record Books to Gilwell Park for authorisation
- forward forms for Expeditions Abroad and Expedition Variations to Gilwell Park for authorisation
- facilitate the presentation of badges and certificates
- authorise completed Awards at Silver level and at Bronze level (where a trained and inducted District Adviser is in post they can process the completions of Bronze awards).

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 DofE
- regularly review financial arrangements for operating the DofE within the County
- advise of suitable assessors for each section of the DofE.

For Quality Assurance

- monitor, review and assess the quality of participants' experience through the DofE using appropriate methods (peer review, one-to-one or group discussions, self-evaluation etc)
- keep up-to-date on Award developments through the DofE Magazine, web site, local networks and through conferences, courses and training events.
- Maintain appropriate records of the DofE operation within your locality

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

- discuss with participants their choice of activities
- record participants' progress through the DofE
- help young people to continue the DofE on relocation
- return Welcome Packs to participants once Award has been validated
- obtain parental/guardian support and consent where appropriate