

The Role of the District Duke of Edinburgh's Award Adviser (England)



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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 District Advisers

Each County in England has an Adviser for The Duke of Edinburgh's Award. In larger Counties it is desirable to also have District Duke of Edinburgh's Award Advisers. This enables more support to be given to the Adult Leaders delivering the Award, and the Young People who are participating in it at a local level.

The role of the District Adviser cannot and must not replace the role of the County Adviser.

The District Adviser can provide more hands on, practical help and advice, whilst the County Adviser can work on a more strategic level.

Each County has different structures, and operates the Award differently. The following are suggestions of what a District Adviser may do. The final Job Description should be agreed with the District Commissioner in consultation with the County Adviser.

Responsibilities of the District Adviser

The District Adviser has a number of responsibilities –

To The County

- liaise with the County Adviser
- distribute promotional and operational publications obtained from the County Adviser

- comply with the administrative, operational procedures and policies of The Scout Association and the Award
- assist the issuing of Entrance Packs obtained by the County Adviser
- understand the insurance arrangements of The Scout Association and the Award
- forward completed Gold Record Books and forms to the County Adviser as part of the authorisation process
- assist the County Adviser in arranging the presentation of badges and certificates

To Leaders and the Community

- be part of a team to assist the County Adviser recruit, brief and arrange the training of helpers in accordance with The Scout Associations procedures
- assist the County Adviser in identifying and, where appropriate, directly organising suitable promotional activities in the community
- launch and promote the Award
- assist the County Adviser in reviewing financial arrangements for operating the Award within the County

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.

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

- Maintain appropriate records of the Award's operation within your local area (this may include the use of The Duke of Edinburgh's Award Management System – DEAMS)

To Participants (this may be done directly, or through Section Leaders)

- discuss with participants their choice of activities and give advice where needed
- record participants' progress through the Award
- help young people to continue the Award on relocation
- assist the County Adviser in returning Record Books to participants once Award has been validated
- assist the County Adviser in obtaining parental/guardian support and consent where appropriate.
- Authorise Awards at a Bronze level.