

**JOB DESCRIPTION**

**Job Title:** Trust Duke of Edinburgh (DofE) Operating Authority Manager

**Location:**  Across BET Schools; Bohunt School Liphook as home school.

**Responsible to:** Trust Director for Education / DofE Licence Holder

**Liaises with:** BET Director of Outdoor Education, BET schools DofE Co-ordinators, DofE Administrators, DofE Leaders, DofE Regional/Country Office, BET School Outdoor Education Co-ordinators, all other relevant staff/volunteers in all BET schools.

**Job Purpose**

The DofE’s Award 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.

The DofE Manager performs 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 postholder will also be running the Silver and Gold DofE Programmes at Bohunt School Liphook.

**Main Duties**

**General**

* In conjunction with the relevant DofE Regional/Country Office develop, implement and review a DofE development plan, which includes supporting the DofE to meet its strategic aims.
* Strive to continually improve the safety and quality of the BET DofE experience.
* Use eDofE to support the delivery and management of DofE within the Trust.
* Use the eDofE reporting functions to measure performance and set development targets.
* Attend at least one meeting/event organised by your DofE Regional/Country Office per year to keep up to date with DofE developments.
* Ensure compliance with all aspects of the DofE Licence.
* Be a champion for the DofE within the Trust and actively promote the DofE within the local community.
* Take a lead on other programmes that link closely to the delivery of DofE (e.g. John Muir Award).
* Undertake any other reasonable requests from the Director of Education or Director of Outdoor Education

**Young people**

* Ensure the delivery of high quality DofE 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 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, co-ordinators and assessors and ensure they have access to appropriate training/qualifications for their role.
* Manage and support DofE 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.
* Support the running of expeditions across the Trust.
* Run the Silver and Gold DofE programmes at Bohunt School Liphook (includes the recruitment of students on to the programmes, the setting up of the students on eDofE and the management of the students through all sections of the programme, with a particular emphasis on the expeditions). This part of the role is supported by DofE Admin within the school.
* Overview of the Health and Safety on DofE Trips and Visits.

**Skills and Knowledge**

**Essential**

* Ability to communicate with adults and young people, both verbally and in writing.
* Ability to organise and plan effectively.
* IT literate.
* Ability to manage staff effectively.
* Able to provide inspirational leadership and motivate adults.
* Build, maintain and facilitate effective working relationships with a wide range of people.
* Plan, manage and monitor own tasks and time.
* Construct and implement long-term plans that improve and expand DofE programmes offered to young people and identify any training, resources and other needs required to undertake this work.
* Knowledge and understanding of safeguarding of young people.
* Outdoor Specific First Aid (training to be undertaken if currently don’t hold this)
* MiDAS minibus driving (training to be undertaken if currently don’t hold this)

**Desirable**

* Experience of running DofE programmes.
* Staff or volunteer management.
* Experience of working with young people.
* Knowledge of current issues affecting young people.

**Additional qualities**

* Integrity.
* Respected decision maker.
* Committed to ensuring high standards.
* Commitment to DofE’s guiding principles.
* Flexible approach.
* Self-motivated.