



JOB DESCRIPTION

JOB TITLE:	Duke of Edinburgh Award Supervisor
BASED IN:	The Caldecotte Xperience, Milton Keynes, Buckinghamshire
REPORTING TO:	Head of Centre
HOURS:	One day per week with some evening and weekend work. Standard working hours – 9:00 am – 5:00 pm
LEAVE:	28 days holiday per annum plus bank/public holidays – pro rata
CONTRACT:	Part-time, Fixed-Term contract (February to October)
SALARY:	£30,000 per annum pro rata
PENSION:	Up to 5% matched contributions
TRAVEL:	Occasional travel around Buckinghamshire and Milton Keynes

PURPOSE OF THE JOB:

To assist the Head of Centre in:

- Ensure effective day to day operation of DofE working alongside the Head of Centre
- Maintain stores and equipment so it ready to use
- To setup expeditions maps and buy equipment needed for expeditions
- Work with schools and other organisation and going to some parent's evenings
- To source and allocate staff for expeditions

DUTIES AND RESPONSIBILITIES

- Organise and control equipment within the DofE stores, managing inventory, conducting repairs, and keeping it well maintained and ready for use.
- Pre-pack equipment for specific groups, carefully checking kit lists to ensure all items are correct before an expedition goes out.
- Plan safe and suitable routes for all DofE expedition levels, ensuring they meet the required conditions and challenges.
- Produce, print, and laminate clear and waterproof maps for all expedition areas.
- Book suitable campsites for all expeditions, liaising with providers to confirm availability and facilities for each group.
- Book qualified staff for expeditions, confirming their availability and allocating them to specific jobs on the Cinolla system.
- Conduct comprehensive DofE Safety Checks, reviewing all expedition paperwork and plans to ensure full compliance before departure.

Other Duties

To carry out any other Action4Youth duties as reasonably required by other senior management staff including

- Attending meetings/events as required
- Keep up to date with all DofE regulations
- Providing written reports for Action4Youth meetings when required
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters
- Working within the guidelines of Action4Youth policies and procedures.
- Assisting with income generation and fundraising for Action4Youth.