

Centre Co-ordinator – Volunteer Role Descriptor

Commitment Required:

- 2-3 Hours Per Week

Purpose:

- You will manage the Centre for participants seeking to complete their Duke of Edinburgh's Award (DofE) at RGU: Union

Duties may include:

- Provide supportive, encouraging and inspirational leadership in managing leaders and students in the DofE scheme.
- Recruit and support DofE volunteers and participants.
- To ensure DofE standards are adhered to.
- To coordinate training requirements with the RGU: Union DofE team.
- Responsible for communicating directly with RGU students.
- To ensure all paperwork is complete including eDofE and Evolve.
- Ensure policies and procedure are adhered to and kept up to date.
- Report to Euan Walker (LO Manager/Union Student Development and Volunteering Coordinator) and Michele Collie (DofE License Holder/Union General Manager).

Essential Training:

- RGU: Union Volunteer Induction
- Child Protection
- Data Protection
- Intro to DofE Module

Desirable:

- First Aid

The purpose of this document is to indicate the general tasks involved and not to form an exhaustive list of detailed activities. The above tasks will develop in line with the volunteering role through induction, training and experience.

Pre volunteering checks that are required prior to commencing in this volunteer role include an Interview, References and a PVG Scheme membership.

Please refer to the Volunteer Handbook for full requirements.

For more information Contact:

RGU: Union

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