

Group Helper – Volunteer Role Descriptor

Purpose:

- You will provide support to the members of a DofE centre within Duke of Edinburgh Awards (DofE) programme within Robert Gordon University Student Union (RGU: Union).
- You will be required to undertake duties in relation to the RGU: Union DofE Helper role within the scheme and provide their time and expertise for no financial reward.

Duties may include:

- To provide supportive, encouraging and inspirational leadership in engaging young people in the DofE scheme, making a difference to their lives, through the delivery of a high quality programme for participants.
- To ensure DofE standards are adhered to.
- Support and mentor participants through any specific part of their programme.
- Support leaders whom are responsible for the completion of agreed paperwork (EDofE, Green Forms).
- Meeting with participants and regularly to ensure progress through the award scheme and best customer service.
- To commit to CPD and undergo training as required in the development and quality assurance of the scheme, including the ability to assess participants' competency/progress.
- To provide training on specific areas of the programme (e.g campcraft).
- To encourage sustainability of the DofE centre by sourcing funding, grants and encourage public relations.
- To assist in maintaining expedition resources.

Essential Training:

- RGUSU Volunteer Induction
- Child Protection
- Data Protection
- Intro to DofE Module

Desirable:

- First Aid.
- Low Hills Qualification.

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 Eligibility to work in the UK, Reference, PVG Scheme membership – Children and an Overseas Criminal Record Check should the potential volunteer meet the criteria.

This role may entail regulated work with vulnerable persons / children. The prospective volunteer will be required to join the PVG Scheme membership Children or undergo a PVG Scheme membership Children update check. The prospective volunteer will also be required to provide an Overseas Criminal Records Check from other countries as deemed necessary. An offer of volunteering by Robert Gordon's University Student Union will be subject to the outcome of these checks being satisfactory.

For a person to be eligible to work and volunteer in the UK they must provide proof through valid documentation. The lists of acceptable documentation, as outlined by the Home Office, indicate the different documents that can be provided. Please note that in some cases a combination of documents will be presented. An individual should not continue in employment or volunteer placement beyond the expiry date on the documentation unless further documents are presented.

Please refer to the Volunteer Procedure for full requirements.

For more information Contact:

DofE Coordinator
DofE@rguunion.co.uk