**Expedition Leader - Role Descriptor**

**Purpose:**

- To be an Expedition Leader to a group of maximum of seven young people enrolled in the Duke of Edinburgh Awards (DofE) programme within Robert Gordon’s University Student Union.

- You will be required to undertake duties in relation to the RGU: Union DofE Leader role within the scheme and provide their time and expertise for no financial reward.

**Duties may include:**

- To lead/remote supervise the participants on their expeditions.

- 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.

- Support participants through their expedition planning and arrange/deliver training including ensuring clear expected standards of behaviour, teaching of camping and navigation skills to young people.

- Ensuring that participants are well prepared and competent for expeditions, through training, ensuring best practice in following RGU: Union Health & Safety and excursion procedures.

- Be responsible for the completion of agreed paperwork and on-line submissions through Evolve and eDofE.

- Meeting with participants regularly and as required to ensure progress through the award scheme facilitating success and completion.

- To commit to CPD and undergo training as required in the development and quality assurance of the scheme.

- To ensure DofE standards are adhered to.

- Hold essential training requirements as below

**Essential Training:**

- RGU: Union Volunteer Induction
- Introduction to DofE Module
- Child Protection
- Data Protection
- First Aid Qualification
- Low Hills Qualification
Desirable:

- 2 day outdoor first aid
- Intro to DofE Module
- New Lowland Leader Award
- Hill & Moorland Leader
- Navigation & Hill Skills
- Summer Mountain Leader

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:

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