



## Role description – Award Co-ordinator

**Reports to:** To the Romania Foundation and to Award Coordinator of Operational Authority (where is the case)

**Appointed by:** Licence holder of the Award Unit

### Summary and main purpose

Award Co-ordinators perform a key role in respect to the delivery of the Award at their organisation. They are the main contact between the Foundation and the organisation licensed as an IAC and are primarily responsible for management of the delivery of the Award to the young people within their organisation.

#### The key tasks of the role are to:

- KT1 Act as the main contact for communication between the organisation and the Foundation and maintain consistent and proactive communication between the organisation, the Foundation, and the senior management of the organisation.
- KT2 Ensure the delivery of a high quality Award programme and identify opportunities for increased participation.
- KT3 Manage the provision of a safe and enjoyable Award programme for participants in the organisation.
- KT4 Place orders for promotional and operational materials from Award Scheme Limited (ASL) and ensure timely payment.
- KT5 Arrange suitable Award presentations and opportunities to issue certificates and badges upon completion of Awards and to celebrate young peoples' achievements through the Award.
- KT6 Recruit and approve the appointment of Award Leaders, Instructors, Supervisors and Assessors and ensure that they are appropriately trained.
- KT7 Oversee the use of the Online Record Book (ORB) by Award Leaders and participants and use the ORB to support the delivery and management of the Award within the organisation.
- KT8 Seek and maintain ongoing support for the Award from the senior management of the organisation.
- KT9 Ensure compliance with all aspects of the IAC Licence.
- KT10 In conjunction with senior management of the organisation, develop and implement an ongoing development plan and annual action plans for the Award.
- KT11 Gather, prepare and present evidence of compliance with the IAC licence standards and maintain the Award Portfolio.



KT12 Be a champion for the Award within the organisation and actively promote the Award within the organisation and its community.

### **Other considerations**

Award Co-ordinators must attend an Award Leader training course to ensure that they are adequately prepared for their role. The Award Management Training course is designed for Award Co-ordinators to cover the management aspects and the licensing process. While this course compulsory for Accredited IAC Licence holders, Basic IAC Licence holders are also strongly recommended to send their Award Co-ordinators on this course.

---

## **Award Co-ordinator: Required Skills and Knowledge**

---

### **Essential:**

- Ability to communicate with adults and young people.
- Ability to organise and plan effectively.
- Proficient in use of Microsoft Office suite of programmes and able to effectively navigate the internet using an appropriate programme.
- Ability to manage staff to achieve positive outcomes for participants.
- 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 the Award and identify any training, resources and other needs required to effectively deliver the Award.

### **Desirable:**

- Experience as an Award Leader.
- Staff or volunteer management experience.
- Experience in working with young people in a non-formal education environment.
- Knowledge of current issues affecting young people and can apply this knowledge to the context of the IAC.

### **Personal Qualities:**

- Integrity.
- Respected within the organisation.
- Committed to ensuring high standards.
- Commitment to the guiding principles of the Award.
- Flexible.
- Self-motivated.



## **Role description – Award Leader**

**Reports to:** Award Co-ordinator

**Appointed by:** Award Co-ordinator

### **Summary and main purpose**

Award Leaders perform a key role in respect to the delivery of the Award at their organisation. They are the adults who are responsible for Award Groups at an IAC and are the ones working directly with young people. They lead, guide and support participants, agree their activity choices and sign off on completion of activities. Every organisation licensed as an IAC must have at least two active Award Leaders in place at all times and one of these can also be the Award Co-ordinator.

#### **The key tasks of the role are to:**

- KT1        Ensure the delivery of a high quality Award programme to the young people in their Award Group.
- KT2        Manage the provision of a safe and enjoyable Award programme for participants in their group.
- KT3        Support participants in choosing activities for their Award programme and help participants to set appropriate timescales and goals.
- KT4        Encourage participants to participate regularly in their chosen activities and work towards a timely completion of their programme.
- KT5        Support Adventurous Journey teams in their journey planning and liaise with the Adventurous Journey Supervisor to ensure teams to be trained appropriately.
- KT6        Encourage participants in their use of the Online Record Book (ORB), oversee their usage of the ORB and sign off on completion of activities through the ORB.
- KT7        Maintain good communication with the Award Co-ordinator and report to them on all matters relating to their Award Group and participants.
- KT8        Establish and maintain good communication with parents/guardians of participants regarding plans, meetings and events.

#### **Other considerations**

Award Leaders must attend an Award Leader training course to ensure that they are adequately prepared for their role.

---

## Award Leader: Required Skills and Knowledge

---

### Essential:

- Ability to communicate with adults and young people.
- Ability to organise and plan effectively.
- Proficient in use of Microsoft Office suite of programmes and able to effectively navigate the internet using an appropriate programme.
- Ability to inspire and motivate young people.
- Experience of working with young people.
- Build, maintain, and facilitate effective working relationships with a wide range of people.
- Able to plan, manage and monitor own tasks and time.

### Desirable:

- Experience in working with young people in a non-formal education environment.
- Staff or volunteer management experience.
- Knowledge of current issues affecting young people and can apply this knowledge to the context of the IAC.

### Personal Qualities:

- Integrity.
- Respected within the organisation.
- Committed to ensuring high standards.
- Commitment to the guiding principles of the Award.
- Flexible.
- Self-motivated.
- Conviction in actions.



## Role description – Adventurous Journey Supervisor

**Reports to:** Award Co-ordinator or Award Leader (where the Award Leader is not an Adventurous Journey Supervisor of the same Award group). If the Supervisor is Volunteer of The Duke of Edinburgh's International Award Foundation, not part of an organisation, will report to the NAA.

**Appointed by:** Award Co-ordinator or Award Leader or Licence holder (where the Award Leader is not an Adventurous Journey Supervisor of the same Award Group)

### Summary and main purpose

The role of the Adventurous Journey Supervisor is a crucial one, both in ensuring the safety of participants while on their journey and in maintaining the standards of the Award. All Adventurous Journeys including practice journeys must be supervised by a suitably experienced adult who is competent in the chosen mode of travel and who will be based in the area where the journey takes place. Supervisors accept responsibility for the safety and welfare of the team on behalf of the organisation. Additionally, Supervisors should be familiar with the team, their individual strengths and weaknesses and their knowledge of the chosen route.

The Supervisor may be an Award Leader. It is up to the organisation to decide how many young people or teams a Supervisor may be responsible for.

#### The key tasks of the role are to:

- KT1 Be the focal point for communication before, during, and after each journey, keeping relevant stakeholders informed as required.
- KT2 Have the legal responsibility for the safety and welfare of participants on their practice and qualifying journeys.
- KT3 Ensure that teams are properly equipped for their journeys.
- KT4 Ensure that teams have chosen appropriate and well-described aims for their qualifying journeys.
- KT5 Ensure that teams have planned and properly documented their journey routes through the use of route cards or other planning documents.
- KT6 Ensure that each team's journey meets the full set of conditions for the section.
- KT7 Be responsible for the supervision plan and for the coordination of other members of the Adventurous Journey team (where appropriate).
- KT8 Carry out of a risk assessment of the specific routes and general area of each journey.
- KT9 To ensure necessary coordination with an ITAP if the Adventurous Journey section is outsourced.



### **Other considerations**

Adventurous Journey Supervisors must undertake or provide evidence of suitable training and/or experience prior to being appointed to this role. They must also attend an Adventurous Journey Supervisors and Assessors training course before they take part in the delivery of the Adventurous Journey section.

---

## **Adventurous Journey Supervisor: Required Skills and Knowledge**

---

### **Essential:**

- Be familiar with the aims, principles, requirements and conditions of the Adventurous Journey section.
- Experience in outdoor education and training.
- Experienced and confident in the chosen mode of travel.
- Navigation and campcraft skills.
- Understanding of remote supervision.
- Familiar with the aims and principles of the Award.
- Ability to communicate with adults and young people.
- Ability to plan and organise effectively
- Proficient in use of Microsoft Office suite of programmes and able to effectively navigate the internet using an appropriate programme.
- Able to provide inspirational leadership and motivate young people to work together as a team.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Able to plan, manage, and monitor own tasks and time, as well as others, if needed.

### **Desirable:**

- Experience in working with young people in a non-formal education environment.

### **Personal Qualities:**

- Integrity.
- Respected within the organisation.
- Committed to ensuring high standards.
- Commitment to the guiding principles of the Award.
- Flexible.
- Self-motivated.



## Role description – Adventurous Journey Assessor

**Reports to:** Award Co-ordinator or Award Leader. If the Assessor is volunteer of The Duke of Edinburgh's International Award Foundation, not part of an organisation, will report to the NAA.

**Appointed by:** Award Co-ordinator or Award Leader

### Summary and main purpose

All qualifying journeys of the Duke of Edinburgh's International Award must be assessed by a competent adult who is approved by the organisation that is licensed as an Independent Award Centre. Assessors are tasked with maintaining the high standards of the Award; they protect the interests of the Award and ensure that the conditions of the Adventurous Journey section are fulfilled.

The Assessor is a member of a partnership consisting of participants, the Supervisor and the Assessor, formed to bring about a successful outcome to the team's qualifying journey. The role of the Assessor is to confirm that all conditions of the section have been met. They are an objective observer of the team and will determine whether or not the team has fulfilled the conditions.

#### The key tasks of the role are to:

- KT1 Ensure that the conditions of the Adventurous Journey section have been fulfilled by the team.
- KT2 Ensure that the team has met the aims of the Adventurous Journey section.
- KT3 Provide, as appropriate, local expedition area information to teams to help them fulfill the conditions of the section.
- KT4 Be a fair, impartial, and positive person who adds constructively to the journey experience and supports the team and sees a successful outcome.
- KT5 Protects the interests of the Award.
- KT6 Provide appropriate feedback to participants to ensure they take from their Adventurous Journey a valuable learning experience.

#### These are achieved by following these steps:

- Receive Adventurous Journey information from the team.
- Make initial contact with the team and review the qualifying journey plan.
- Meet the team in the qualifying journey area and complete the pre-journey check.
- Meet the team en-route. The Adventurous Journey Assessor should not accompany participants for the whole journey.
- Debrief the team and sign off the qualifying journey by completing an Assessor's report for each member of the team.



- Receive the presentation of the qualifying journey after the journey (if requested to do so).

### **Other considerations**

Adventurous Journey Assessors must undertake or provide evidence of suitable training and/or experience prior to being appointed to this role. They must also attend an Adventurous Journey Supervisors and Assessors training course before they can assess a qualifying journey.

---

## **Adventurous Journey Assessor: Required Skills and Knowledge**

---

### **Essential:**

- Be familiar with the aims, principles, requirements and conditions of the Adventurous Journey section.
- Experience in outdoor education and training.
- Familiar with the aims and principles of the Award.
- Ability to communicate with adults and young people.
- Ability to plan and organise effectively.
- Proficient in use of Microsoft Office suite of programmes and able to effectively navigate the internet using an appropriate programme.
- Able to provide inspirational leadership and motivate young people to work together as a team.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Plan, manage, and monitor own tasks and time.

### **Desirable:**

- Knowledge of the journey area.
- Experience in working with young people in a non-formal education environment.

### **Personal Qualities:**

- Integrity.
- Respected within the organisation.
- Committed to ensuring high standards.
- Commitment to the guiding principles of the Award.
- Flexible.
- Self-motivated.