

Kent County Council  
Job Description: *DofE Expedition Support Worker*

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**Directorate:** Children, Young People and Education

**Unit/Section:** Early Help and Preventative Services

**Grade:** KR5

**Responsible to:** County Co-ordinator for The Duke of Edinburgh's Award, delegated to the DofE Development Officer.

**Purpose of the Job:**

Assist with the delivery of DofE Expedition activities under Kent County Council's DofE Approved Activity Provider Licence.

Note that this role will involve significant weekend residential work with some mid-week availability required.

**Main duties and responsibilities:**

1. Assist with the delivery of Expedition events as part of the Approved Activity Provider team, undertaking the DofE defined roles of Expedition Instructor, Expedition Supervisor and/or Expedition Assessor under Kent County Council's Policies and Procedures.
2. Assist in the delivery of leader training courses.
3. Ensure clients are aware of, and operate within, KCC's policies, procedures and guidelines.
4. Assist with the delivery of Residential events as part of the Approved Activity Provider team.
5. It is recognised that this post involves, but not exclusively, regular weekend residential duties, therefore a realistic diary will be agreed with the County Development Officer.
6. Support Centre Co-ordinators and individual participants with maintenance of records of participation and achievement on eDofE.
7. Ensure that use of all equipment is properly recorded, stored, maintained and distributed.
8. Meet with the DofE Development Officer on a regular basis to review progress of business development and delivery.

9. Attend DofE Team meetings as requested by the County Co-ordinator.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *DofE Expedition Support Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	National Governing Body Instructors Award in an Outdoor Activity and/or a recognised Duke of Edinburgh's Award Supervisor or Assessor qualification.
<b>Experience</b>	<p>Experience of working within an Education/Youth Work/Youth Justice environment.</p> <p>Experience of the Duke of Edinburgh's Award as an Expedition Instructor, Supervisor or Assessor.</p> <p>Experience of working effectively in partnership within Multi-agency settings.</p>
<b>Skills and Abilities</b>	<p>Ability to work on own initiative whilst being an effective team member.</p> <p>Ability to create a rapport and build relationships with young people (DofE participants), Leaders and Volunteers from different backgrounds.</p> <p>Consultative, interpersonal, communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner.</p> <p>Ability to develop creative approaches to resolve complex problems.</p> <p>Effective working relationships, including the ability to work collaboratively with the local community and partners.</p> <p>Able to work on own initiative.</p> <p>Ability to travel on a regular basis between sites, including evenings and at weekends.</p> <p>Ability to plan and evaluate their work.</p> <p>Good Literacy, Numeracy and IT skills.</p>
<b>Knowledge</b>	<p>Knowledge of the Duke of Edinburgh's Award programme; its key principles and delivery methods.</p> <p>Knowledge of current issues affecting young people.</p>

	<p>Understanding of equality of opportunity issues and their impact upon young people in society.</p> <p>Knowledge of Outdoor Education activity qualifications and related Health &amp; Safety Policies and Procedures.</p> <p>Sound knowledge and understanding of Safeguarding policies and procedures.</p> <p>Knowledge of diversity and equal opportunities issues in relation to both staff and young people.</p> <p>Ability to use knowledge about different groups, races and cultures to inform service delivery and to understand the impact of racism and discrimination on children, young people and their families.</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>