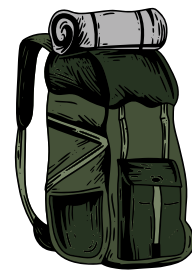


# County Duke of Edinburgh Adviser



## About the role

|                          |                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose:</b>          | To lead and support the Duke of Edinburgh's Award provision across the county, helping to strengthen opportunities for young women to participate and achieve.                                                                                                                                      |
| <b>Reporting to:</b>     | County Commissioner and Assistant County Commissioner – Outdoors                                                                                                                                                                                                                                    |
| <b>Location:</b>         | County-wide                                                                                                                                                                                                                                                                                         |
| <b>Time commitment:</b>  | Flexible                                                                                                                                                                                                                                                                                            |
| <b>Role description:</b> | We are looking for a highly organised and enthusiastic volunteer to support and promote the Duke of Edinburgh's Award (DofE) across the county. The DofE adviser ensures that opportunities are well co-ordinated, guidance is available and participants have a positive and rewarding experience. |

## What you'll do

- Lead on Duke of Edinburgh Award provision across Girlguiding Northamptonshire as part of the Adventure Team.
- Act as the main point of contact for DofE within the county.
- Provide advice and support to volunteers and units on DofE and eDofE processes.
- Promote the DofE programme and encourage wider participation across the county.
- Liaise with county and regional contacts to share updates, guidance and effective practice.
- Support the administration of participants and leaders using eDofE, helping to maintain accurate records.
- Advise units on establishing or developing DofE provision.
- Assist with county communications, recognition and presentations where required.
- Support expedition processes, including reviewing documentation and helping units access appropriate guidance.
- Work with the County Commissioner and Assistant County Commissioner – Outdoors to support the county's outdoor and adventure offer.
- Attend relevant Adventure Team, county and regional meetings as required.

## Who we're looking for

The following skills would be particularly valuable:

- Strong commitment to supporting young women to achieve their potential.
- Strong organisational and communication skills.
- Confidence in providing guidance and support to fellow volunteers.
- Ability to work collaboratively
- Interest in outdoor adventure, awards, and youth development
- Experience within Girlguiding is essential; experience of DofE is desirable
- Willingness to learn relevant systems, policies and guidance, including eDofE.

## What's in it for you?

This role will offer you a rewarding opportunity to support young people in achieving a nationally recognised award while developing your own skills and experience. You will be part of a respected programme that supports young people's personal development and achievement.

You will connect with other advisers, leaders and county teams, and work with a wide range of volunteers, providing guidance and encouragement.

Reasonable out-of-pocket expenses incurred whilst carrying out this role may be reimbursed in line with the Girlguiding finance policy.

## How to apply

To express interest or request further information, please contact Mandy Ludlow at [cc@girlguidingnorthamptonshire.org.uk](mailto:cc@girlguidingnorthamptonshire.org.uk), or Chris Trasler at [accoutdoors@girlguidingnorthamptonshire.org.uk](mailto:accoutdoors@girlguidingnorthamptonshire.org.uk)

Formal applications should be submitted by 12 June 2026.  
Informal enquiries are welcome.

Please complete all relevant sections of the application form as fully as possible. You may type your responses directly into the spaces provided. If you need any support with your application, please contact Mandy or Chris on the email addresses above.