



THE PRESIDENT'S AWARD  
TRINIDAD & TOBAGO

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THE DUKE OF EDINBURGH'S  
INTERNATIONAL AWARD



# **Adult Volunteer Key Role Descriptions**

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## **The President's Award-Trinidad and Tobago**

**May 2022**

Version: 1.0

<b>Name of Policy</b>	Adult Volunteer Ker Role Descriptions
<b>Description of Policy</b>	This policy provides descriptions of the roles and responsibilities of key adult positions in the delivery of the Award.
<b>Policy Applies to</b>	<input type="checkbox"/> Organisation-wide <input type="checkbox"/> Specific
	<input type="checkbox"/> NAO <input type="checkbox"/> Sub-licensees
<b>Policy Status</b>	<input type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
<b>Description of Revision</b>	
<b>Approval Authority</b>	TPATT Board of Directors
<b>Governing Authority</b>	National Award Operator (NAO)
<b>Responsible Officer(s)</b>	National Director and Development Officer
<b>Approval Date</b>	May 23rd, 2022
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<b>Date of Last Revision</b>	May 23rd, 2022
<b>Date of Policy Review</b>	
<b>Related Policies, Procedures, Guidelines and Local Protocols</b>	<ul style="list-style-type: none"> <li>● International Handbook for Award Leaders</li> <li>● Code of Conduct Policy</li> </ul>

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**Jason Joseph**

**Chairman**

## **Adult Volunteers' Key Roles**

An organisation would need several adult volunteers with a wide range of skills to deliver the Award Programme efficiently within their Award Centre/Unit. The main roles are:

- **Licence Holder** – the person who signs the licence agreement and holds the responsibility for ensuring adherence to the terms of the licence.
- **Award Coordinator** – the person who takes overall responsibility for the delivery of the Award within their organisation. They coordinate with other Adult Volunteers, liaise with senior management and work with the National Office to ensure the smooth operation of the Award in their organisation.
- **Award Leader** – the people who are actively working with participants, helping them choose their activities, monitoring their progress, and coordinating aspects of their Award journey.
- **Adventurous Journey Supervisors** – the people responsible for monitoring the participants, and ensuring their health and safety while on their journey.
- **Adventurous Journey Assessor** – the person who certifies that the participants successfully complete this section of the Award.
- **Adventurous Journey Leader** – the person responsible for organising and carrying out the Adventurous Journey for an Award Centre (or National Office) and takes legal responsibility for the health, safety and security while the groups are on their journey.

## **Licence Holder**

**Reports to:** The President's Award – Trinidad and Tobago

### **Summary and main purpose:**

The person who signed the licence agreement on behalf of the organisation and holds the responsibility for ensuring adherence to the terms of the licence. Must be a senior manager with the organisation and eligible to sign a legal document on behalf of the organisation. They are likely to be the Director of the organisation, principal or headteacher.

Key tasks:

- Sign the licence agreement and be responsible for overall adherence to the terms of the licence.
- Take part in the initial induction with the National Office.
- Ensure that the role of the Award Coordinator is filled by a suitable individual and that the National Office is advised of any change.
- Support the Award Coordinator, where necessary and when required, to ensure a high standard of delivery of the Award.
- Be responsible for addressing any issues of non-compliance raised by the Award Coordinator, and other Award tea members of the National Office.

## **Award Coordinator**

**Reports to:** The National Award Office and the Licence Holder of the Award Centre/Operator

**Appointed by:** Licence Holder of the Award Centre/Operator

### **Summary and main purpose:**

An adult volunteer or paid member of staff who is the key contact at an Award Centre or Award Operator. The Coordinator is responsible for setting up and running the Award programme with the Award Centre or Award Unit, supporting Adult Volunteers, and Trainers. The Coordinator is often also an Award Leader or may take on the role of another Adult Volunteer.

Award Coordinators perform a key role in respect to the delivery of the Award at their organisations. They are the main contact between the National Office and the licenced organisation and are primarily responsible for the management of the operation of the Award to the young people within their organisation.

### **Key tasks:**

- Act as the main contact for communication between the organisation and the National Office and maintain consistent communication between both organisations.
- Be responsible for processing invoices and ensure all invoices issued by the National Office are paid with the payment terms.
- Ensure the delivery of a quality Award programme for participants in the growth of the Award within the organisation.
- Arrange suitable Award presentations and opportunities to issue Bronze certificates and medals upon the completion of the Awards to celebrate the young peoples' achievements through the Award. Ensure Silver and Gold participant's records on the Online Record Book (ORB) are up to date upon completion of the respective level in preparation for an Awards Ceremony with the Patron.
- Recruit Award Leaders, Instructors, Supervisors and Assessors (when necessary) and ensure that they are appropriately trained according to their role. Ensure there is a

suitable number of trained adult volunteers in place to effectively support the number of participants at the Award Centre/Unit.

- Arrange induction training on the Award Programme.
- Ensure the NAO's Code of Conduct is signed by **ALL** Adult Volunteers working with the Award Centre/Unit.
- Oversee the use of the ORB by Award Leaders and participants and use the ORB to support the delivery and management of the Award with the Award Centre/Unit.
- Work with Award Leaders to plan the overall programme of training and Adventurous Journeys for the participants.
- Ensure compliance with all aspects of the Award Centre/Award Operator Sub-Licence. When an issue of non-compliance is identified ensure, it is escalated to the Licence Holder and the National Office.
- Gather, prepare and present evidence of compliance with the Award Centre standards.
- Be a champion for the Award with the organisation and actively promote the Award within the organisation and its community.

### **Required skills and knowledge:**

#### ***Essential***

- Ability to communicate with adults and young people
- Ability to organise and plan effectively
- Proficient in the use of Microsoft Office and able to effectively navigate the internet
- Ability to manage staff to achieve positive outcomes for participants
- Build, maintain and facilitate effective working relationships with a wide range of people
- Construct and implement long-term plans that improve and expand the Award

#### ***Desirable***

- Experience as an Award Leader
- Staff or volunteers' management experience
- 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

## **Award Leader**

**Reports to:** Award Coordinator

**Appointed by:** Award Coordinator/Licence Holder

### **Summary and main purpose:**

The Award Leader is responsible for engaging young people in the Award, inspiring, guiding and assisting them from start through completion. The Award Leader can also be responsible for engaging and managing their volunteers. An Award Leader can undertake the roles of Activity Coach, Adventurous Journey Supervisor or Assessor in properly qualified.

Award Leaders perform a key role in respect to the delivery of the Award at their organisations. They are the adults working directly with young people. They lead, guide and support participants, agree to their activity choices and signoff on the completion of activities.

### **Key tasks:**

- Ensure the delivery of a high-quality Award to the young people in their Award Group.
- Manage the provision of a safe and enjoyable Award for participants in their group.
- Mentor and support participants in choosing activities for their Award and help participants set appropriate timelines and SMART goals.
- Encourage participants to participate regularly in their chosen activities and work towards timely completion of their Award.
- Play a key role in introducing the participants to the requirements of the Adventurous Journey.
- Organise the training and assist the Award Coordinator to identify the necessary instructors and Adventurous Journey Supervisors and Assessors.
- The Award Leader can also be an instructor and/or Adventurous Journey Supervisor, however, they should not be the Adventurous Journey Assessor to prevent a conflict of interest.
- Encourage participants in their use of the Online Record Book (ORB), oversee their usage of the ORB and sign off on the completion of activities through the ORB.



- Maintain good communication with the Award Coordinator and report to them all matters relating to their participants.
- Establish and maintain good communication with parents/guardians of participants regarding plans, meetings and events.

**Required skills and knowledge:**

*Essential*

- Ability to communicate with adults and young people
- Ability to organise and plan effectively
- Proficient in the use of Microsoft Office and able to effectively navigate the internet
- Ability to inspire and motivate young people
- Experience in 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
- Knowledge of current issues affecting young people

*Personal Qualities*

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

## **Adventurous Journey Supervisor**

**Reports to:** Adventurous Journey Leader or Award Coordinator

**Appointed by:** Adventurous Journey Leader or Award Coordinator

### **Summary and main purpose:**

The Adventurous Journey Supervisor ensures the safety of the participants on the journey and maintains the standards of the Award. All Adventurous Journeys including the practice journeys must be supervised by a suitable experienced and trained 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 the 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.

### **Key tasks:**

- Work with Award Leader and Assessor before, during and following the Practice and Qualifying Journey and be available through all journeys.
- Ensure that all group members have completed all necessary training and have contributed to the team effort.
- Provide feedback to the group about their strengths and areas to develop during their Practice Journey(s).
- Ensure the teams are properly equipped for their journeys.
- Ensure the teams have chosen appropriate and well-described aims for their Qualifying Journey.
- Participate in the first meeting between the Assessor and the group at the point of departure before the start of the Qualifying Journey.
- Stay in the area where the journey takes place.
- Ensure that teams have planned and properly documented their journey routes through the use of route cards or other planning documents.

- Review the journey with the participants to ensure that they gain the maximum personal and social benefit from the experience.

**Required skills and knowledge:**

*Essential*

- Be suitably trained and experienced
- Have expertise in the mode of the journey being used and familiarity with the terrain that which the journey is taking place
- Be familiar with the aims, principles, requirements and conditions of the Adventurous Journey section.
- Experience in outdoor training
- Experience and confidence in the chosen mode of travel
- Navigation and campcraft skills
- Knowledge of the journey area
- Familiar with the aims and principles of the Award
- Able to communicate with adults and young people
- Able to provide inspirational leadership and motivate young people to work together as a team
- Computer literate and able to use web-based programmes
- Build, maintain and facilitate effective working relationships with a wide range of people

*Desirable*

- Working with young people in a non-formal education environment

*Personal Qualities*

- Integrity
- Committed to ensuring a high standard
- Commitment to the guiding principles of the Award
- Flexible
- Self-motivated

## **Award Assessor**

**Reports to:** Adventurous Journey Leader or the Adventurous Journey Panel

**Appointed by:** Adventurous Journey Leader or the Adventurous Journey Panel

### **Summary and main purpose:**

All qualifying journeys of The Duke of Edinburgh's International Award must be assessed by a competent and trained adult who is approved by the National Office. 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 team), 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.

### **Key tasks:**

- Work closely with the Award Leader, Adventurous Journey Supervisor and Adventurous Journey Leader, before, during and following the Adventurous Journey.
- Be available throughout the Qualifying Journey.
- Ensure all group members have contributed to the team.
- Ensure the journey's aim has been achieved.
- Meet the group before the start of the Qualifying Journey and assess whether the group is prepared.
- Make contact with the group at least once daily during their journey so that they can be effectively assessed.
- Meet with and debrief the team at the end of the Qualifying Journey.
- Must sign off the completion of the Adventurous Journey section has been fulfilled by the team. Ensure that the team has met the aim of the Adventurous Journey section.

- Be a fair, impartial and positive person who adds constructively to the journey experience and supports the team to achieve a successful outcome.
- 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 enroute. 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

**Required skills and knowledge:**

***Essential***

- Be suitably trained and experienced.
- Have expertise (or qualification, as per the country's legislation) in the mode of the journey being used and familiarity with the terrain that which the journey is taking place.
- Be familiar with all of the Adventurous Journey 15 requirements (see section 8.8 of the International Handbook for Award Leaders).
- Experience in outdoor education and training.
- Familiar with the aims and principles of the Award.
- Able to communicate with adults and young people.
- Able to plan and organise effectively.
- Computer literate and able to use web-based programmes.
- 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.

### *Desirable*

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

### *Personal Qualities*

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

## **Adventurous Journey Leader**

**Reports to:** National Office and Adventurous Journey Panel

**Appointed by:** National Office, Adventurous Journey Panel, or Award Coordinator

### **Summary and main purpose:**

The Adventurous Journey Leader has the overall responsibility for the safety and security of the participants and Award Leaders during the journey and its successful completion. The Adventurous Journey Leader ensures that the Supervisors and Assessors are suitable experience and are trained adults who are competent in the chosen mode of travel.

### **Key tasks:**

- Research and select an area for the Adventurous Journey to take place.
- Conduct a recce for each day of the route and submit the recce report to the Adventurous Journey Panel and National Office.
- Carry out and submit a risk assessment form to the Adventurous Journey Panel and National Office.
- Work closely with the Adventurous Journey Supervisors and Assessors before, during and after the journeys (both Practice and Qualifying) to ensure all participants are safe and ensure they take from their adventurous Journey a valuable learning experience.
- Meet daily with the Adventurous Journey Supervisors and Assessors to gain feedback from the days' journey.
- Be the focal point for communication before, during and after each journey keeping relevant stakeholders (National Office, Parents, Security) informed as required.
- Protects the interest of the Award in Trinidad and Tobago.

## **Required skills and knowledge:**

### ***Essential:***

- Be suitably trained and experienced.
- Have expertise in the mode of transport being used and familiar with the terrain in which the journey is taking place.
- Be familiar with the aims, principles, requirements and conditions of the Adventurous Journey section.
- Experience in outdoor training.
- Navigation and campcraft skills
- Be able to communicate with adults and 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 as well as others, as needed.

### ***Desirable:***

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

## **Personal Qualities**

- Integrity
- Committed to ensuring high standards
- Commitment to the guiding principles of the Award
- Flexible