

Role description – Award Leader

Reports to: Award Co-ordinator

Appointed by: Award Co-ordinator/Licence holder

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.