

# Role description: Awards Officer

**Title:** Awards Officer

**Outline:** To feed back to the Unit Forum general progress of Unit members towards their Scout Awards and Duke of Edinburgh's Award Scheme and to identify any issues that are standing in the way of members gaining awards.

**Responsible for:** not applicable

**Responsible to:** The Explorer Scout Leader

**Main Contacts:** Members of the Unit, including the members of the Unit Forum, the Explorer Scout Leader, the Assistant Explorer Scout Leaders, and members of other Explorer Scout Units

**Appointment:** Voted in by majority vote of the Unit, with the approval of the Explorer Scout Leader. Serves a term of one year before possible re-election. Appointment can be ceased by the Explorer Scout Leader. Can only serve for two years unless agreed otherwise by Explorer Scout Leader.

**Requirements:** Be available at 7pm on the 2nd Monday of each month.

"General" Main Tasks	"Specific" Tasks Agreed with the Explorer Scout Leader
<ul style="list-style-type: none"> <li>• Be aware of how many members doing Duke of Edinburgh with Unit</li> <li>• Encourage those who aren't doing Duke of Edinburgh to sign up</li> <li>• Speak to those doing D of E to find out any problems they are having</li> <li>• Report these problems to the Forum and work with the Explorer Scout Leader who has responsibility for the D of E Award in the Unit to resolve these problems</li> <li>• Be aware of the requirements for all Scout Awards and be available to Unit members to let them know what is required</li> <li>• Keep progress wall chart up to date</li> <li>• Encourage members to keep a record of their own progress including nights away</li> <li>• Inform Explorer Scout Leaders if anyone has earned an award that they haven't received</li> </ul>	