



# Job Description:

## Enrichment Officer – Term Time plus 2 weeks



**Enrichment Officer – Term Time plus 2 weeks**  
**REF: BSS061-862**

**The role:**

We are currently seeking to appoint an Enrichment Officer who will lead on the Duke of Edinburgh. The post holder will be responsible to develop and coordinate the safe delivery and promotion of the Duke of Edinburgh Award within the college, including working alongside the Enrichment Team delivering a wide range of activities for learners outside of their programme.

You should have excellent communication and organisational skills, and the ability to work in a supportive and patient manner. You should also have knowledge and an understanding of inclusive education and working with young people who have a range of disabilities and learning difficulties.

**Responsible to:**

The postholder is responsible to the Enrichment Co-ordinator.

**Key Accountabilities and Responsibilities:**

- Plan and organise a programme for the delivery of the three levels for each academic year (Bronze, Silver, and Gold)
- Budget for the delivery of the three levels for each academic year and decide a fee for students for each level
- Prepare, maintain and develop an adequate equipment store and arrange for the loan and return of equipment for participants
- Promote DofE training and development for SEG staff
- Ensure that external staff are employed to fulfil expedition needs, where necessary and have relevant DofE qualifications
- Plan and deliver DofE expeditions, including training, practice, and qualifying expeditions
- Conduct risk assessments and ensure compliance with health and safety regulations
- Deliver the College DofE sessions, following the programme devised, involving any relevant staff to develop their ability to deliver these sessions
- Annually arrange, train and supervise a group of gold participants to act as mentors for the bronze groups (DofE leaders –DELs)
- Supervise students during expeditions, ensuring welfare and safeguarding at all times
- Plan an expedition programme to include the booking of staff, accommodation, transport and food. Ensure that the programme complies with SEG Educational Trips and Visits Policy, guidance and safeguarding requirements
- Lead expeditions, delegating responsibility to other staff where necessary, to encourage the development of the skills required
- Promote the full use of the eDofE recording system to encourage all participants to fulfil their DofE potential and evidence the same. Regularly monitor participants' progress



- Comply with the requirements of the DofE Direct Operating Licence and liaise with the regional co-ordinator on a regular basis
- Driving participation and promoting the Enrichment programme
- Identifying ways to enhance student experience
- Reacting to student feedback and amending activities accordingly
- Liaising with students and staff alike:
  - Actively engaging students in and outside of structured sessions.
  - Liaising with Progress Tutors and attending lessons.
  - Networking with College staff and external providers.
  - Attending Open Evenings
- Planning and pitching session ideas for the attention of the Enrichment & Student Liaison Coordinator.
- Thinking creatively and being innovative in introducing new concepts, themes and fund-raising activities for students.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of Level 2 qualifications in Literacy and Numeracy.	E	A
Relevant Level 3 in such areas as Youth Work, Education, sports, Outdoor Education or Public Services	E	A
Safeguarding Qualification to Level 3 minimum	E	A
Relevant walking qualifications e.g. ML, LLA, BEL.	D	A
Associated first aid qualification – First Aid in the Outdoors.	E	A
Youth Work qualification (Level 2 or 3 Certificate/Diploma in Youth Work Practice)	D	A
Outdoor education certifications, such as: <ul style="list-style-type: none"> <li>• Lowland Leader / Mountain Leader</li> <li>• National Navigation Award Scheme (NNAS)</li> </ul>	D	A
DofE-specific training, including: <ul style="list-style-type: none"> <li>• DofE Leader training</li> <li>• Expedition Assessor / Supervisor accreditation</li> </ul>	D	A



Experience		
Experience of leading DofE – all levels	D	A
Soft skills: group management, staff deployment and management and pastoral care of students on expeditions.	D	A
Record-keeping and use of systems (eDofE)	D	A
Hillwalking experience	D	A
Experience in leading expeditions at all levels	D	A
Budgeting experience	E	A

Knowledge, Skills and Attributes		
Ability to exchange complex and sensitive information clearly with children and adults	E	I
Ability to actively listen and seek to overcome communication barriers	E	A/I
Ability to work within guidelines but under own supervision.	E	I
Ability to consult effectively with children and adults	E	I
Patience and the ability to deal with a wide range of demands from a variety of people	E	A
Work effectively as part of a team, ability to work independently and know how and when to seek support	E	A/I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

### Salary:

£22,495.54 to £24,376.38 per annum

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be



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recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,239 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (226 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Monday 10<sup>th</sup> August 2026 (10:00am)**

**Interviews will be held: Tuesday 18<sup>th</sup> August 2026**



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## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.



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