



National Director The Duke of Edinburgh's Award Foundation



The Duke of Edinburgh's Award Foundation is an exciting self-development programme available to all young people worldwide equipping them with life skills to make a difference to themselves, their communities and the world. The Award began in 1956 in the UK and has since spread to 117 countries because the philosophy has proved resilient, attractive and adaptable to many cultures, languages and climates.

For introducing the programme in Bangladesh, the recently established Duke of Edinburgh's Award Foundation Bangladesh now seeks applicants for the position of the National Director to work closely with the National Trustee Board for responding to the needs of the Award in Bangladesh.

Location: Dhaka

Key Responsibilities and Challenges

- To undertake development activity to establish a National Award Authority in Bangladesh.
- To deliver the Programme in accordance with International Award Association requirements.
- To monitor the implementation of all aspects of National Award operations including service delivery, administration and finance management, staffing and personnel matters of the Award Office.
- To promote the Programme to appropriate agencies, including education authorities, schools and other learning institutions and other agencies concerned with the development of young people.
- To co-ordinate the provision of training, advice and resources to adult volunteers delivering the Programme in Bangladesh.
- To assist the National Board of Trustees in the preparation of a Development Plan for the further growth and take up of the Programme in Bangladesh.
- To contribute recommendations to the National Trustee Board for policy planning, strategic development and outcomes monitoring of the Award Programme.
- To work with the Board of Trustees to seek local funding and resources for the further development of the Programme in Bangladesh.
- To agree an annual plan and budget with the National Board of Trustees and to implement that plan and budget as agreed.
- To maintain a current and detailed knowledge of the International Award Programme and its activity and to ensure this information is presented and used in Bangladesh as appropriate.
- To develop national Award resources for the marketing, training and delivery of the Programme.
- To assist the National Trustee Board to license Operating Authorities and to confer Awards.
- To liaise with the Duke of Edinburgh's Award International Association and maintain contact with the Award Authorities in other countries.
- To maintain a close working relationship with the National Board of Trustees and to report regularly.

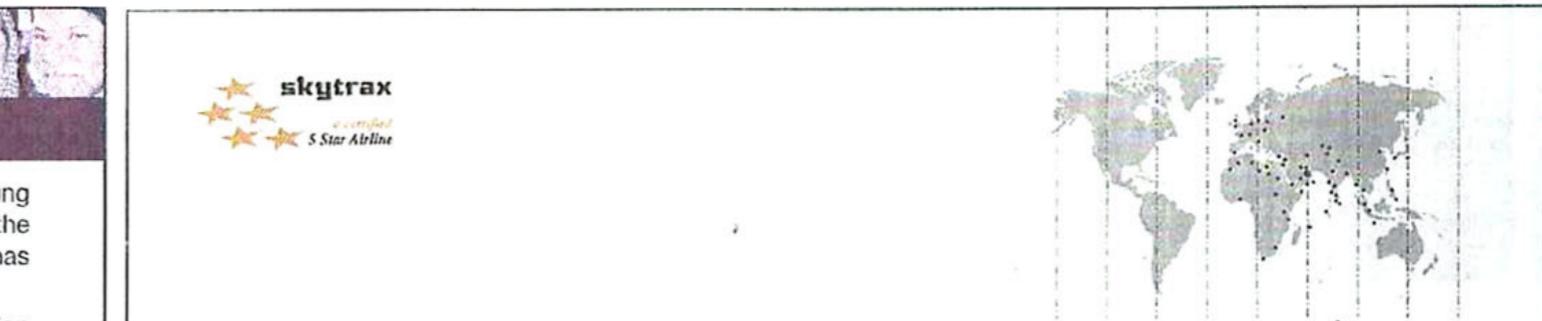
Essential Areas of Experience

The post holder must have

- An understanding of the culture arising from working with young people and volunteers.
- Experience of managing and leading a small busy team with the ability to motivate and develop staff.
- Experience of managing and developing relationships with external organisations.
- Experience of managing high level projects with little or no supervision.
- Experience of managing budgets.
- Experience of overseeing the organisation and running of events such as courses.
- Good facilitation and presentation skills.
- A Masters degree from a reputable university.
- A high standard of written and administration skills.
- IT knowledge and skills.

How to Apply

Interested candidates are encouraged to apply with an updated CV, clearly mentioning the role on the top of the envelope within next 7 days. Please write to the Secretary, the Duke of Edinburgh's Award Foundation Bangladesh, CEO's Office, Standard Chartered Bank, 2 Dilkusha Commercial Area, Dhaka.



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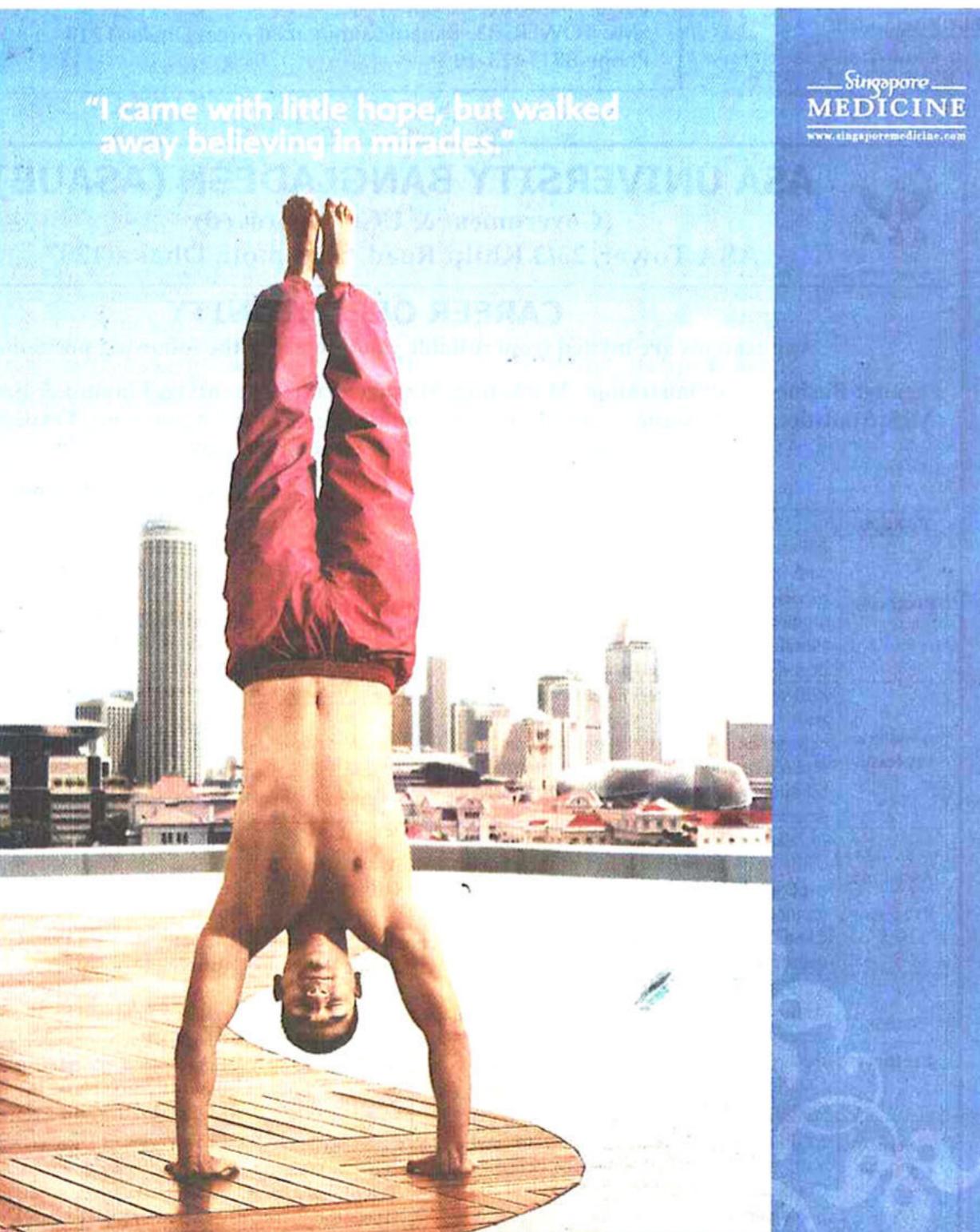
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