

Recruitment & Engagement Coordinator

Reporting to: Head of Recruitment & Engagement

Liaising with: All members of staff, external stakeholders

Contract period: Full time, permanent. Usual working hours: 9.30am – 5.30pm

Location: West London

Salary: £24,000 pa

Introduction

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can change lives, empowering and equipping young people with the courage, skills, resilience and determination to make the most of their future. We prepare and take young people on expeditions to remote locations where they face challenges, acquire outdoor skills and learn about themselves - as well as undertaking projects with content relevant to their lives and to the fragile environments that they explore.

The results are transformative—not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

The role

British Exploring Society is looking for a Recruitment and Engagement Coordinator who will be involved in supporting and managing the journey of our young Explorers from when they first express interest until they depart on expedition. You will be joining a small upbeat and dedicated team that is passionate about encouraging young people to take a big step and join us on expedition. The successful candidate will be proactive, a confident communicator and creative when it comes to developing engaging resources for a range of young audiences.

If you want to join an able and energetic team and help us make a life-defining difference to young people, please get in touch.

The Principal Responsibilities and Main Tasks

The purpose of this role is the generation of potential recruits, securing of participants and on-going engagement of Explorers and Trainee Leaders for Expeditions.

Main Duties;

- With the Head of Recruitment and Engagement, generate new leads for potential recruits;
- Creating web and print marketing resources to promote expedition opportunities;
- Explaining and promoting our programmes to a range of young audiences;
- Arranging and delivering school talks and other recruitment events;
- Converting young people from expression of interest to participants;
- Managing the journey of Explorers and Trainee Leaders from expression of interest until they go on expedition;
- Liaising and managing the relationships with schools and external organisations involved as recruitment partners;
- Building and fostering lasting relationships with a wide range of audiences, including our Explorers, teachers and other external contacts;
- Interviewing applicants and communicating with participants to support them throughout their journey towards expedition;
- Creating resources and delivering support to our Explorers through the fundraising stage of their journey, continuing engagement towards expedition;
- Working with Finance staff to ensure joining instructions and payment information is provided in a timely and accurate fashion;
- Maintaining positive engagement through the creation of social posts, newsletters and other resources;
- Managing the administration of the Explorer Miles scheme, John Muir Award and Duke of Edinburgh Award;
- Managing the recruitment system and the tracking of young Explorers through each stage for reporting purposes;
- Managing info@inbox and ensuring emails are directed appropriately and those regarding recruitment are replied to in a timely manner.
- Any other duties reasonably requested by the Head of Recruitment and Engagement.

Person specification and experience

Essential:

- Self-starter with a strong work ethic and a positive 'can-do' attitude;
- Attention to detail and start-to-finish ownership of tasks;
- Motivated to work towards and deliver targets as part of a team;
- Confidence to work independently and to problem solve;
- Flexibility—competence to deliver more than one task at a time and ability to prioritise;
- Excellent and adaptable written English and oral communication skills and particular aptitude communicating with young audiences;
- Excellent team-working / cross-team collaboration skills;
- Excellent organisational skills and time management skills;
- IT, office software and social media skills;
- For this position, you'll need to have literacy and numeracy skills of at least GCSE or equivalent in maths and English.

Desirable:

- Familiarity with data privacy and protection regulation, Safeguarding for young people and for vulnerable adults;
- Experience of liaising with external organisations and ability to research potential referring partners;
- Experience of CRM processes and management;
- An interest in the outdoors/youth work/youth development;
- Event planning and management;
- Knowledge of youth accreditation frameworks;
- Experience of working in a charitable organisation.

Working Hours

This is a full-time position based at the British Exploring Society offices in the Royal Geographical Society building in South Kensington, London. Normal office hours are Monday – Friday, 09:30 – 17:30 with a one-hour lunch break. The charity runs several weekend training events, and some evening events. The successful applicant should expect to take part in out of hours events as a member of support staff – including at residential activities over a weekend - and will join the Duty Phone roster – for which full training is given.

Application

To apply, please send an up to date CV with a one page cover letter before 9.30am on Wednesday, 19th June 2019, detailing your suitability for the role and motivation for applying - using this role description as your guide - to kate@britishexploring.org. In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process. Thank you.

We regret to advise that we will only be able to acknowledge candidates shortlisted for interview.