

Expeditions Coordinator

Reporting to: Expeditions Manager

Liaison with: All members of staff, expedition Leaders, multiple external stakeholders

Contract period: Permanent, Full time

Salary: £25k per annum

Usual working hours: 9.30am – 5.30pm Monday to Friday

Location: South Kensington, West London

Introduction

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can transform 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, gain skills and learn about themselves - as well as acquiring knowledge 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.

We are committed to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills, and perspectives on the world. The more inclusive we are, the better we think we'll be at delivering our charitable aims.

We are an equal opportunities employer and do not discriminate on the grounds of gender identity, sexual orientation, marital or civil partner status, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

If you are interested in applying and require any accessibility adjustments to the interview process, please do let us know when you apply. Thank you.

The Role

The Expeditions Coordinator supports the function of the Expeditions Team by assisting all operational, logistical and administrative duties relating to the high-quality delivery of British Exploring Society's expeditions and online programmes.

The right candidate will combine solid administrative experience and project management skills with a creative approach to problem solving and demonstrable commitment to the [mission, vision and values of British Exploring Society](#).

They will show flexibility to a range of working practices and be motivated by the opportunity to add value to the organisation in a variety of ways.

Main responsibilities & accountabilities (including but not limited to)

Under the supervision of the Expeditions Manager, you will contribute towards:

- Recruitment of high quality and appropriately skilled volunteer Leader teams including advertising, shortlisting, assessments and selection.
- Delivery of appropriate and robust induction and training events for both Leaders and Young Explorers.
- Supporting expedition Leader teams in the pre-expedition development of operational plans, fielding and responding to queries.
- Identifying and liaising with external agents, contractors and third-party providers in the delivery of expeditions, to ensure logistical plans and support is in place.
- Procurement and maintenance of expedition equipment and resources as required, in line with expedition budgets.
- Internal review of organisational policies and operating procedures to ensure and maintain best practice.
- Coordination of responses to field incidents or crises, including being 'on call' during operational periods as part of a duty rota providing 24/7 support to expedition teams in the field.
- Reconciliation post expedition programmes, to include receiving and reviewing reports and feedback; financial reconciliation, compiling lessons learned and action planning.
- Risk and incident analysis, appropriate for the expedition location and client group, to support expedition teams and to ensure compliance with external audit and accreditation.
- Development and delivery of British Exploring Society's online programme, [Wildestan](#).

Person Specification

| Skills, Knowledge, Competencies and Understanding | Why we need these |
|---|--|
| Excellent interpersonal and communication skills, both written and verbal | The role involves communicating with a wide and varied audience through a range of different mediums, from factual reporting to writing informative and engaging copy, to delivering training for expedition Leaders and young people. Being able to communicate effectively is pivotal to the role to ensure positive outcomes to what we do. |
| Skilled in building positive working relationships | You will manage the relationship with our Leader community, acting as their first point of contact and responding to any questions or queries. You will also need to build relationships with other internal staff, providers of goods/services, Young Explorers and members of our wider community. |

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| Competent in managing projects | You will be required to support planning, delivery and evaluation processes across our portfolio of expeditions and programmes. Within this, you will take responsibility for specific tasks and projects. |
| Ability to adapt and effectively manage a challenging and varied workload | Working on every part of the expedition cycle, you will focus on a broad and fluctuating range of different tasks throughout the year with ever changing priorities. |
| Strong organisational and administrative skills | A significant part of the role is administrative and working across expeditions on multiple tasks requires solid organisational skills, and much of the tasks will be administrative in nature. |
| IT proficiency including office suites | Much of the planning and information sharing methods we utilise consist of a combination of MS Office and Google programs, so a proficiency of these programs or a quick ability to learn them is essential. |
| Ability to work well and with good humour under pressure | This is a fast paced and demanding role, with ever changing projects and tasks. We work to tight deadlines and with conflicting priorities, and deal with high pressure and time critical incidents from the field. |
| Analytical approach, and the confidence to streamline work processes where necessary | We are constantly trying to improve how we operate to increase effectiveness and efficiencies, and you will have the opportunity to improve processes. |
| Accuracy and attention to detail | This is critical for tasks such as booking flights and obtaining visas, recording dietary requirements, processing medical details etc. |
| Ability to work consistently and collaboratively with peers, senior managers and external partners to deliver results | Everything we do is a collaborative process, combining the skills and expertise from our wider community of expedition Leaders and partners to create adventurous and education youth development programmes. We owe it to the Young People we serve to deliver the best outcomes possible. |
| Understanding of youth development and a belief in the opportunities for positive change that expeditions & outdoor education provide for all young people | We are a youth development charity whose objective is to enable young people to move beyond the limits of what they – and society – thought possible. |

Personal Attributes

- A strong empathy with British Exploring Society's aims and ethos
- Strong team player
- Open, honest & hard working
- Flexible & adaptable and able to respond to a dynamically changing situation
- High levels of integrity and sound judgement
- Receptive to challenge
- Approachable and supportive

Working Practices

Normal working hours are Monday to Friday 09.30 – 17.30. Additional, occasional evening and weekend working is expected as part of this role, including 'on call' duties. There is an expectation that you will spend some of your working time at our kit storage unit in London, as well as our office in South Kensington.

Flexible working arrangement can be discussed which may include occasional working from home or differing hours.

Full-time staff are entitled to 23 days' paid holiday per holiday year in addition to normal English Bank and Public holidays.

This role is dependent on satisfactory receipt of references and an enhanced DBS check.

How to apply

To apply for the role, please complete the [Expeditions Coordinator Application Form](#) which asks you to answer three competency-based questions and submit your CV and contact details. We utilise an anonymous shortlisting process, which means that **no personal data will be visible to the shortlisting panel.**

The shortlisting panel will review answers to the competency-based questions, and shortlisted candidates will be invited for interview. The shortlisting panel will then be given access to your CV to support your application.

The closing date and time for applications is **Tuesday 4th January 2022 at 9am.**

Interviews will commence the week beginning 10th January and will either take place at our office in South Kensington or digitally via Zoom.

At interview we will be asking you to evidence the skills and competencies listed in the Person specification. We will also invite candidates to complete a short task.

Start date will be as soon as is possible for the right candidate.

If you are not invited for interview, we will contact by email to let you know by 17th January 2022. Unfortunately, we will not be able to offer feedback to any candidates not shortlisted.

Thank you for your interest in this role and British Exploring Society.