

## **Expeditions and Kit Stores Coordinator/Senior Coordinator\***

**Reporting to:** Expedition Manager

**Liaison with:** All staff, Expedition Leaders, Technical Advisors, trustees, external stakeholders

**Contract period:** Permanent, Full time or Part time considered

**Salary:** £27 – 30k per annum depending on experience\*

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

**Location:** South Kensington, West London - for at least 2 days per week including current all-staff day on Tuesdays

To apply for the role, please complete the application form [HERE](#)

### **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 digital and in-person adventures and expeditions to remote locations in the UK and overseas 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.

## **ROLE OVERVIEW**

What do coordinators and senior coordinators do?

\*Coordinators use their initiative and skills to bring together people and resources to deliver agreed goals. Their tasks are largely set by more senior staff, but they will operate independently too. Senior Coordinators use their growing experience to start to set their own goals. They operate effectively independently much of the time and may manage others from time to time. The successful candidate will be offered a Coordinator or Senior Coordinator role on the basis of their readiness to assume either role.

Expeditions Coordinators support the delivery of programmes (Expeditions and Adventures) under the management of the Expeditions Manager. They enable the delivery of UK-based and international youth programmes, with support from the Head of Expeditions and Programmes. They liaise with many team members, but particularly with the Young People team.

## **RESPONSIBILITIES:**

### **Planning and Logistics**

Delivering a wide range of tasks associated with Adventure and Expedition deployment under the direction of the Expedition Manager including.

- Liaison with third-party providers to ensure logistical plans and support for programme itineraries.
- Recruitment and assessment of high quality and appropriately skilled volunteer leader teams for upcoming programmes including; advertising, shortlisting, assessments and selection.
- Leading on one-two small/medium projects such as; Leader communications, handbooks, medical supplies ordering, recruiting specialist leaders, mentoring and training specific Leader roles.

### **Training and Development**

- Acting as Event Lead for training events, including booking travel, overseeing catering, planning the itinerary and evaluation.
- Supporting with the delivery of residential training events – running sessions
- supporting the development of resources for leader and participant training events.

### **Kit Stores**

- Management of the storage facility itself, ensuring security, risk assessments/safety for users/visitors and the safe storage of kit to ensure its long life.
- Maintenance of an equipment inventory.
- Maintenance, cleaning, repair and safe disposal of equipment to high environmental standards as necessary.
- Inventory checks and quality and safety checks before and after equipment is checked in and out of stores.
- Availability and support for kit packing and unpacking days with Leader teams.
- Assessment of Personal Protective Equipment (a Competent Person's training course to secure a recognised Certificate to inspect PPE can be provided if needed).

- With the Programmes team, management of prudent kit purchasing to support our programmes each year and to ensure value for money.
- An annual brief status report/audit of Stores to the Head of Expeditions and Programmes.

### Financial Management

- Support senior colleagues and volunteer leaders to deliver safe and cost-effective programmes.
- Procure resources and equipment for programmes as required and directed by senior colleagues, in line with budgets.
- Oversee finances (for events and projects) in line with agreed budgets and financial procedures.
- Manage processes and relationships with/scrutiny of external providers to ensure cost effective practice.
- Support timely reconciliation of budgets after programmes have concluded.

### Safety & Risk Management, and Industry Compliance

- Contribute to regular review of Leader reports, wider feedback, organisational policies and operating procedures to ensure and maintain best practice.
- Contribute to the development of risk and incident analysis to promote organisational learning, and to ensure compliance with external audit and accreditation.
- Be 'on call' during operational periods as part of a duty rota.

## PERSON SPECIFICATION

### Essential

Criteria
<ul style="list-style-type: none"> <li>• Accuracy and attention to detail. Sufficient numeracy and literacy to confidently write reports and manage financial and outcomes data.</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills; written and verbal.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work well with good humour under pressure, prioritising a challenging and fluctuating workload effectively.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work effectively both independently and with peers, senior managers and external partners. .</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in planning and coordinating logistics for large-scale events, including liaising with suppliers and developing itineraries and post-event evaluation.</li> </ul>
<ul style="list-style-type: none"> <li>• Competence in managing budgets and financial procedures, including procurement, overseeing allocations, and ensuring cost-effective practices.</li> </ul>

## Desirable

Criteria
<ul style="list-style-type: none"> <li>• Experience of and confidence in working with a range of office IT and software including CRM systems.</li> </ul>
<ul style="list-style-type: none"> <li>• A clean UK driving licence and a willingness to drive a van to and from events.</li> </ul>
<ul style="list-style-type: none"> <li>• Technical proficiency and currency in outdoor activities and / or relevant NGB qualifications.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of inventory management/stores</li> </ul>
<ul style="list-style-type: none"> <li>• Experience and understanding of youth programmes.</li> </ul>

## BRITISH EXPLORING SOCIETY VALUES

Values	The candidate with demonstrated these values by:
Courage	<ul style="list-style-type: none"> <li>• <b>Embracing Difficult Decision Making:</b> You will demonstrate high levels of integrity and sound judgement to make informed recommendations even when these decisions are tough.</li> <li>• <b>Learning from others;</b> You will ask questions and ask for help when you need it.</li> <li>• <b>Supporting Others:</b> You will support colleagues and volunteers in solving challenges, and provide guidance and encouragement whenever you can.</li> </ul>
Self-Belief	<ul style="list-style-type: none"> <li>• <b>Learning from Mistakes:</b> You will actively seek feedback and reflect on your experiences and work to continually improve your performance and the overall success of our work.</li> <li>• <b>Tackling New Tasks:</b> You will proactively engage in planning and logistics, showing initiative and a willingness to explore new challenges.</li> </ul>
Community	<ul style="list-style-type: none"> <li>• <b>Mature Communication:</b> You will handle complex and sensitive situations with maturity and professionalism, particularly during face-to-face situations, on-call periods or when addressing safety and risk management issues.</li> <li>• <b>Honesty and integrity:</b> You will engage honestly and openly with all stakeholders, including colleagues, volunteers and suppliers, to ensure clear and respectful communication.</li> <li>• <b>Objectivity and open-mindedness;</b> You will recognise that inclusion embraces those with different world views and opinions, and will be able to</li> </ul>

	receive advice and feedback from members of our community without prejudice.
Challenge	<ul style="list-style-type: none"> <li>● <b>Getting Hands-on:</b> You will get involved in all aspects of your role, demonstrating flexibility, creativity and commitment.</li> <li>● <b>Can-do Attitude:</b> You will approach tasks with enthusiasm and a problem-solving mindset, from the highly innovative to the mundane. You will want to support fellow team members when the need arises, to ensure our collective success.</li> </ul>

### Working Practices

Normal working hours are Monday to Friday 09.30 – 17.30. Evening and weekend working is expected as part of this role, including 'on call' duties. Most of the time you will be based at our office in South Kensington, but you will also spend part of your working time at our kit storage unit in Putney, as well as from time to time on location for training events and adventures in the UK.

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 professional references and an enhanced DBS check and proof of Right to Work in the UK.

**British Exploring Society is unable to sponsor work visas.**

### How to apply

To apply for the role, please complete the application form [HERE](#) which asks you to answer four competency-based questions and submit your CV and contact details.

**Important note.** We recognise that AI can be useful for job applicants – for example to check spelling. We caution you not to rely too much on it, though. It's *your* experience and competence we want to learn about – the skills which are genuinely specific to you – not perfect answers. We utilise tools to help us assess the likely level of AI being used to support answers we receive.

We use an anonymous shortlisting process, which means that no personal data will be visible to the shortlisting panel. In your answers to the competency-based questions, **do not refer to any personal information or experience** that may identify you to our shortlisting panel.

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

The closing date and time for applications is 10am on Monday 27<sup>th</sup> of October.

First round interviews will on the during the 4<sup>th</sup> of November taking place at our office in South Kensington or digitally via Microsoft Teams. Unfortunately, we will not be able to offer feedback to any candidates not shortlisted.

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