

Senior Expeditions Coordinator

Reporting to:	Expeditions Manager
Liaison with:	All members of staff, multiple external stakeholders, trustees
Responsible for:	N/A
Contract period:	Permanent, Full Time
Usual working hours:	9.30am – 5.30pm
Salary range:	£29k per annum depending on experience
Location:	South Kensington, West London - for at least 2 days per week

[CLICK HERE TO START YOUR APPLICATION FORM](#)

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.

Main responsibilities & accountabilities (including but not limited to):

Expedition Planning and Logistics

- Liaise with third-party providers in country to ensure logistical plans and support is in place in the development of programme itineraries.
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- Recruit and assess high quality and appropriately skilled volunteer leader teams for upcoming expeditions including; advertising, shortlisting, assessments and selection.
- Lead on one-two small-medium projects such as; Leader communications, medical supplies ordering, recruiting specialist leaders, mentoring and training specific leader roles.
- Support senior colleagues to create plans and proposals for new expedition locations.

Training and Development

- Act as Event Lead for Young Explorer Training events, including booking travel, overseeing catering, planning the itinerary and evaluating the event.
- Support with the delivery of residential training events.
- Deliver sessions and support the development of resources for leader and participant training events.

Financial Management

- Support senior colleagues and volunteer leaders to deliver safe and cost-effective expeditions.
- Procure resources and equipment for expeditions as required and directed by senior colleagues, in line with expedition budgets.
- Oversee budget pots (for events and projects) in line with agreed budgets and financial procedures.
- Manage processes and relationships with external providers to ensure cost effective practice.
- Support the reconciliation of expedition budgets after the residential programme has concluded.

Safety & Risk Management, and Industry Compliance

- Contribute to regular review of 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"> • Accuracy and attention to detail.
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills; both written and verbal.
<ul style="list-style-type: none"> • Ability to work well and with good humour under pressure.

<ul style="list-style-type: none"> • Ability to work consistently and collaboratively with peers, senior managers and external partners to deliver results.
<ul style="list-style-type: none"> • Ability to prioritise a challenging and fluctuating workload and to work both reactively and proactively.
<ul style="list-style-type: none"> • Experience in planning and coordinating logistics for expeditions or similar large-scale events, including liaising with suppliers and developing itineraries.
<ul style="list-style-type: none"> • Strong background in organising and leading events, including travel booking, catering management, itinerary planning, and post-event evaluation.
<ul style="list-style-type: none"> • Competence in managing budgets and financial procedures, including procurement, overseeing budget allocations, and ensuring cost-effective practices.

Desirable

Criteria
<ul style="list-style-type: none"> • A clean UK driving licence and a willingness to drive a van to and from events.
<ul style="list-style-type: none"> • Technical proficiency and currency in outdoor activities and / or relevant NGB qualifications.
<ul style="list-style-type: none"> • Experience in planning and coordinating logistics for expeditions or large-scale events, including liaising with suppliers and developing itineraries.
<ul style="list-style-type: none"> • Experience and understanding of youth expeditions; both in the field and via operational support.

British Exploring Society Values

Values	The candidate with demonstrated these values by:
Courage	<ul style="list-style-type: none"> • Embracing Difficult Decision Making: You will demonstrate high levels of integrity and sound judgement to make informed recommendations during the recruitment process, planning period and when managing budgets, even when these decisions are tough. • Supporting Others: You will support colleagues and volunteers in solving logistical challenges, and also provide guidance and encouragement throughout the expedition cycle.

<p>Self-Belief</p>	<ul style="list-style-type: none"> ● Learning from Mistakes: You will actively seek feedback and reflect on your experiences and work areas to continually improve your performance and the overall success of the expeditions. ● Tackling New Tasks: You will eagerly engage in planning and logistics for current and potential expedition locations, showing initiative and a willingness to explore uncharted territories.
<p>Community</p>	<ul style="list-style-type: none"> ● Mature Communication: You will handle complex and sensitive situations with maturity and professionalism, particularly during residential events, on-call periods or when addressing safety and risk management issues. ● Honesty and integrity: You will engage honestly and openly with all stakeholders, including colleagues, volunteers and suppliers, to ensure clear and respectful communication.
<p>Challenge</p>	<ul style="list-style-type: none"> ● Getting Hands-on: You will get involved in all aspects of the role, from logistics and budgeting to training and risk management, demonstrating flexibility, creativity and commitment. ● Can-do Attitude: You will approach tasks with enthusiasm and a problem-solving mindset, from the highly innovative to the mundane.

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 some of your working time at our kit storage unit, as well as on location for a selection of multi-day events in the UK.

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.

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, please do not refer to any personal information or experience that may identify you to our 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 **10am on Monday 27 January**. 1st round interviews will commence in the week beginning 3 February and will take 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 British Exploring Society.