

Curriculum, Impact and Training Manager

Reporting to: Head of Expeditions

Liaison with: All members of staff, multiple external stakeholders, trustees

Contract period: Fixed term 18-months (permanent role dependent on programme funding)

Salary Range: c£36k per annum depending on experience

Usual working hours: 9:30am – 5:30pm

Location: South Kensington, London. Minimum 2 days a week office based.

British Exploring Society actively welcomes applications from people who have significant life experience, transferable skills and are considering a career change or a change in levels of responsibility.

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. We utilise an anonymous shortlisting process for recruitment, which means no personal data will be visible to the shortlisting panel.

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.

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.

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 define lives, equipping young people with the courage, integrity, skills, resilience and motivation to make the most of their future.

Our programmes are for young people aged 16-25, with a core focus on reaching out to disadvantaged young people on the margins of society. This includes young people in foster care, leaving care, not in education or employment, those with behavioural, physical, or mental health challenges.

We prepare young people for adventures and extended 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. Each expedition programme is made up of three-parts:

- **Adventure:** Engaging in adventurous activities and physical challenge.

- **Personal Development:** Achieving personal goals through coaching and facilitation.
- **Knowledge:** Exploring the natural world through science and media projects.

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, the young people we work with 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.

Our work is powered by highly skilled volunteers who donate their time to deliver life-defining experiences for young people.

The Role in Detail

This is a new role. You will work within the Programmes Team to develop new educational content, deliver training workshops to volunteers, lead volunteer recruitment and oversee our impact frameworks.

Personal Attributes

| Core Values | How Core Values are demonstrated in this role |
|-------------|--|
| Courage | <ul style="list-style-type: none"> • You will advocate for the inclusion of challenging, transformative content that encourages personal growth and skills development in young people. • You will innovate, integrating unconventional educational approaches into expeditions and programmes to create relevant, engaging, accessible and learner-led content. |
| Self-belief | <ul style="list-style-type: none"> • Your confidence in your ability to design and develop curriculum content aligns with our mission and objectives. • You foster a culture of continuous learning and improvement, and work positively with experts to build on our existing work and instill confidence in Leaders and young people. |
| Challenge | <ul style="list-style-type: none"> • Seek opportunities to enhance the training and educational content of our programmes. • You are driven to design challenging, relevant knowledge projects for young people, to set high standards and constantly evaluate and update our curriculum based on feedback and educational trends. • You will implement/deliver/challenge existing quality assurance/impact measures to guarantee the effectiveness and relevance of our learning content. |
| Community | <ul style="list-style-type: none"> • Foster a culture of continuous learning and improvement throughout the organisation. • Ensure expedition participants can provide feedback on knowledge content to enhance their overall learning experience • You will actively foster partnerships to expand the reach and impact of the educational content you design. • You will play a pivotal role in recruiting, training, and developing volunteer leader teams, laying the foundations for successful programmes. |

Main responsibilities & accountabilities

Educational Strategy:

- Work closely with the Head of Expeditions to articulate a comprehensive educational approach for all our programmes.
- Integrate innovative and experiential learning approaches appropriate for the young people we serve into curriculum (volunteer training, Young Explorer training and programmes) to enhance our impact.

Curriculum development:

- Design and develop the knowledge component of our programmes in line with report recommendations and our mission.
- Ensure that the curriculum integrates outdoor skills development, personal growth, and relevant project work.
- Develop templates and guidelines to support volunteers to design knowledge projects in line with our educational approach.

Leader Recruitment

- Recruit and assess appropriately skilled volunteer leader teams for upcoming expeditions including; advertising, shortlisting, assessments and selection.
- Deliver the Leader Recruitment plan, and identify new opportunities to support volunteer growth.

Leader and Young Explorer Training:

- Manage, plan and deliver appropriate, robust induction and training for Leaders, appropriate for each expedition location, operational model and client group.
- Develop core training syllabuses in consultation with technical advisors and Chief Leaders.
- Use existing content to build a practical Young Explorer training programme which can be delivered by volunteers.
- Provide training and development opportunities for expedition leaders and educators to ensure they are well-equipped to deliver the curriculum effectively.

Person Specification;

| Skills, Knowledge and Understanding | Why we need this |
|--|---|
| Degree in: Education, Outdoor Education, Learning Design (or a degree in a related field / equivalent experience). | To ensure that you can design client-appropriate and effective curriculum content using contemporary learning theory. |
| Financial management - sufficient numeracy and experience to confidently manage budgets. | You will need to develop training budgets and forecast expenditure. You will be responsible for cost effective practice. You will support expedition leaders to deliver expeditions on budget. |

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| Contemporary knowledge of Safeguarding and data protection legislation | You will play a key role in ensuring the safety and privacy of young people in line with current safeguarding and data protection legislation. |
| Practical experience of work around young people, including those who may need additional support | You'll need to tailor the educational content you produce to the varied needs of young people. |
| Strong understanding of youth development principles and experiential education methodologies and of working with diverse communities of young learners | All our training and content needs to foster personal growth and skills development in young participants. |
| Excellent communication and interpersonal skills | You'll need to convey educational strategies, training requirements, and programme details clearly and engagingly to diverse audiences |
| Ability to collaborate effectively with diverse stakeholders, including educators, expedition leaders, and external partners. | You need to ensure that a range of perspectives and broad expertise are integrated into our educational content. |
| Good negotiation and influencing skills. | Managing relationships with external partners, securing resources, and influencing decisions to have a positive impact on our educational content. |
| Sound judgement and decision-making skills, collaboratively and more rapidly as the situation dictates. | You may need to swiftly adapt curriculum content to changing circumstances or participant needs. |
| Accuracy and attention to detail. | You'll work with autonomy, manage your own workload and approve the work produced by junior colleagues. |
| Ability to prioritise a challenging and fluctuating workload and to work reactively and pro-actively. | You'll need to balance reactive and proactive tasks, ensuring that curriculum development and training events align with team timelines and goals. |
| Excellent project management, planning, organisational and time management skills. | The lead in time for content range may between weeks and months. You will need to plan your calendar and prioritise your workload to enable you to meet deadlines. |

Working Practices

- Normal FTE working hours are Monday – Friday 09.30 – 17.30pm. Additional, occasional evening and weekend working may be expected as part of this role, including 'on call' duties as a Duty Officer, for which full training is given.
- Full-time staff are entitled to 23 days' paid holiday per holiday year in addition to normal English Bank and Public holidays. On completion of probation, staff are entitled to their birthday as an additional day of leave.

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

IMPORTANT PLEASE READ CAREFULLY

The shortlisting panel will review the answers to the questions in the form and **will shortlist candidates based on these answers only**. Only after shortlisting will the shortlisting panel be given access to your CV and only shortlisted candidates will be invited to interview.

When answering the questions, **it is important that you do not disclose** any personal/professional information that may help identify you. Thank you.

Key Dates:

25 February 2024 – Closing date for applications

Week beginning 4 March 2024 – Interviews

Interviews will take place in person at our offices in South Kensington, London.

We aim to be in touch via email with all applicants by midday on **29 February 2024**. Unfortunately, we will not be able to offer feedback to any candidates not shortlisted.

Start date will be immediate.

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