

## **Kit Stores Coordinator** (part-time up to 30 days a year)

**Reporting to:** Head of Programmes

**Liaison with:** Expedition Manager, Senior Expedition Coordinators, Expedition Leader Teams and some external providers

**Contract period:** Freelance Contract

**Salary Range:** £141 per day

**Usual working hours:** approximately 26 – 30 days per year

**Location:** Remote (at least 75% of the role will need to be completed on site at our storage facility in Charlton, South East London)

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.

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.

### **ABOUT BRITISH EXPLORING SOCIETY**

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.

**Our values** are Courage, Self-Belief, Challenge and Community. We aim to ensure that everyone understands how they can contribute to our values through their individual role in the organisation. The simple table below explains what we mean by this.

CORE VALUE	How our values appear as a characteristic, behaviour or competency
Courage	Tackles new tasks, can embrace difficult decision making and conversations, supports others to do the same
Self-belief	Is resilient, responds well to knock-backs, likes opportunities to learn from mistakes
Challenge	Has a can-do attitude, gets hands-on as needed, thrives in an entrepreneurial small team
Community	Is an authentic, mature communicator who values a wide range of stakeholders equally

## THE KIT STORES COORDINATOR ROLE IN DETAIL

Manage and maintain our kit stores provision safely, with the support of the programmes team. We are looking for a Coordinator who is focused on detail, confident, full of initiative, and capable of thriving in a flexible role with limited supervision.

### Main responsibilities & accountabilities

Prudent, sustainable provisioning of equipment for expeditions including;

- Management of the storage facility itself, ensuring security, 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 expedition leader teams and members of the Programmes team.
- 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 Programmes.

## Person Specification

### Essential

- Ability to maintain, clean, repair and safely dispose of expedition equipment (for example; outdoor gear, tents, stoves).
- Accurate record keeping skills.
- Diligent, with great attention to detail.

### Desirable

- A recognised Certificate to inspect PPE (we will provide this training as part of the induction if needed).
- Clean UK driving licence.

## How to apply

To apply for the role, please complete the application form and upload your CV [here](#)

## Key Dates

**18 March 2024** – Closing date for applications

**Actively interviewing** – we are scheduling interviews as applications are being received.

**Start date will be as soon as possible.**

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

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**