

## Head of Expeditions and Programmes

**Reporting to:** CEO

**Responsible for:** Expedition Manager, Senior Expedition Coordinators, Curriculum, Impact and Training Manager, Expedition Training and Leadership Advisor and Kit Stores Co-ordinator (freelance contracts)

**Liaison with:** All members of staff, Expedition Leaders, Technical Advisors, Operations Sub-Committee, multiple external stakeholders

**Contract period:** Permanent, Full time

**Salary:** £50k+ 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

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.

## The Role

The Head of Expeditions combines wide experience, the ability to prioritise significant detail and excellent critical judgement with a capacity for pragmatism and dynamic risk assessment. They are motivated by the opportunities we can provide to the young people we serve, and by the Leaders we are lucky enough to work with. They oversee the delivery and quality assure the effectiveness of all international, domestic and online adventures, expedition programmes and preparatory training. The Head of Expeditions is responsible for overseeing the design and delivery of processes across the team and, through their line reports, all our expeditions and programmes.

As a member of the Senior Leadership Team, the Head of Expeditions contributes to organisational strategy and plays a key role in liaison and reporting to the board of trustees on operational and safeguarding matters. They work with the Operations Sub-Committee throughout the year.

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

- Operations and Processes
  - Oversight of leader recruitment, management, communications, training, events.
  - Budget management and controls for programmes and oversight for team members. Demonstrating leadership in all financial matters to ensure an effective balance of value for money, safety and positive outcomes.
  - Quality assuring design and delivery of fit for purpose training for multi-disciplinary teams, to include on-line experts, expedition leaders, medics, base camp managers and scientists, making the best use of skills.
  - Design and implementation of safety management to meet legal requirements to meet safeguarding legislation, AALA regulations, BS8848 standards, industry best practise and our policies.
  - Working with Technical Advisors. Keeping accurate records and ensuring implementation of advice.
  - Working with the Senior Manager, Young People on selection and screening procedures for young people.
  - Working with our Expedition Manager to ensure robust, sustainable processes for procurement and provisioning, including the management of our kit stores, effective storage and maintenance procedures.
  - Oversight of identification, vetting, contracting of international agents and suppliers.
  - Management of structure, training and resources of the 24-hour Duty Operations Team which supports expeditions in the field.
  - Design and delivery of robust monitoring, evaluation and reporting.
  - Maintenance and timely management of industry memberships and accreditation; AALA licence, Learning Outside the Classroom quality badge and related BS8848 audit, membership of IOL, EPA etc.
  - Oversight of safeguarding procedures and culture as nominated Safeguarding Lead and member of executive Safeguarding Team.

- Identification of expedition destinations in line with strategy, mission, budgetary and environmental commitments.
- Management of all relevant Policies and Standard Operating Procedures.
- Strategy, governance and general management
  - Line management and support of paid and voluntary staff in relation to performance management or conduct issues.
  - Attendance at weekly Senior Leadership Team Meetings.
  - Liaison with the Operations Sub-Committee and reporting to board of trustees.
  - As part of SLT, devising and agreeing our future programme.

### Person Specification

Skills, Knowledge, Competencies and Understanding	Why we need these
Ability to communicate and inspire confidence, respect and commitment in those around you	We are a volunteer led organisation sustained by the commitment and good will of our community. The post-holder is guardian of numerous important stakeholder relationships critical to the success of the charity.
An authentic role model, able to demonstrate the charity's core values of Courage, Challenge, Self-Belief and Community	All SLT members are expected to model these behaviours and values, and to challenge and support each other to aspire to them through our work. Specifically, you will be responsible for overseeing the values embedded in the training by which your team and all Leaders and Young People are inducted, supported onto our programmes.
Skilled in building a range of positive working relationships, both internal and external	The post holder will need to feel comfortable negotiating and managing effective, open relationships within their direct team, throughout our community of volunteer leaders and in the industry, as well as liaison with the board of trustees and attendance at fundraising events.
An approachable, authentic and bounded line manager	We are a mission driven organisation. Being able to support and challenge colleagues constructively in an intense, rewarding environment will be critical to success.
Competent in managing complex projects	The Expeditions Team is responsible for tasks from HR to procurement, contract management to equipment maintenance, risk management to contingency planning. You will need to be able to use your good judgement to swiftly re-prioritise your and your team's workload to ensure you meet deadlines, stay

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	on budget and work effectively with other teams and partners.
Ability and confidence to use judgement to reach decisions and diplomacy to communicate them to stakeholders	Your decisions will have an impact across a large network of stakeholders. Your opinion and advice will be regularly sought by other SLT members and by trustees. Being able to capture your own thought processes and share them to make sense to others is key to underpinning the professional confidence of our stakeholder relationships.
Ability to make decisions under pressure, during fast paced and developing situations	You are very likely to have to make decisions and to exercise judgement when stretched. During field delivery, for example, you will be responsible for heading up a duty team. They are trained to respond to scenarios on our expeditions from administrative challenges to major incidents.
Analytical approach, and the ability to prioritise work processes where necessary	You need to be adept both at prioritising your own workload and supporting other team members to do the same.
IT proficiency including office suites	Much of our planning and information sharing consists of a combination of MS Office and Google programs. Proficiency in these programs or a evidence of ability to learn them swiftly is essential.
Ability to work well under pressure as part of the team and sustain high standards.	This is a fast paced, demanding role, working in dynamic environments and with vulnerable clients. We work to tight deadlines, with conflicting priorities, and deal with high pressure and time critical incidents from the field. The ability to maintain quality and attention to detail in the face of pressure is critical – as is the ability to remain even tempered and a team player.
Accuracy and attention to detail	As well as accuracy in your own work you will need the ability to support others to value and achieve high degrees of accuracy with tasks. The success of our work depends on everything from effective flight bookings to the sensitive management of information to support our young explorers.
Understanding of youth development and a belief in the opportunities for positive change that expeditions & outdoor education provide for all young people	Our objective is to enable young people to move beyond the limits of what they – and society – think possible. To do that, we must constantly balance opportunity, risk and challenge to give the young people we work with every possible opportunity to

Skills, Knowledge, Competencies and Understanding	Why we need these
	thrive. This is core to the post-holder's role and to the decisions they will make on a day-to-day basis.
Confidence working to an agreed delivery model, and with a range of stretching performance targets	British Exploring Society's programmes are based on a theory of change developed over a considerable period. The post holder will be working with their team to identify locations, leaders, training and agents to ensure that we continue to meet the aims of that theory of change, in keeping with our mission and strategy.

### Personal Attributes

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

### Working Practices

Normal working hours are Monday to Friday 09.30 – 17.30. Additional, evening and weekend working is expected as part of this role, including 'on call' duties. You may also be required to spend some of your working time at our kit storage unit, as well as our office in South Kensington.

Full-time staff are entitled to 23 days' paid holiday per holiday year in addition to normal English Bank and Public holidays. Staff receive their birthday as leave on completion of probation.

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 Head of Expeditions application form [HERE](#) which asks you to answer four 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 **Monday 2<sup>nd</sup> December 2024 at 9am**

1<sup>st</sup> round interviews will commence on **Friday 6<sup>th</sup> December** and will either take place at our office in South Kensington or digitally via Zoom.

Ideal start date: **Anytime between December to February 2025**

If you are not invited for interview, we will contact by email to let you know.

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.**