**Expeditions Manager**

**Reporting to:** Head of Programmes and Expeditions

**Liaison with:** All members of staff and multiple external stakeholders

**Responsible for:** x2 Expedition Coordinators

**Contract period:** Permanent

**Salary:** c. £32 - £37k 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.

**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, 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 adventures and expeditions to remote locations 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.

**The Role in Detail**

The Expeditions Manager oversees the expeditions portfolio. This role acts as the project manager for expeditions which are delivered in person in both the UK and overseas. This role participates in governance by providing verbal and written updates to the Operations Sub-Committee and represents the charity at national events and partnership activities. This role will also be expected to work unsociable hours during peak season as there are several residential training and camping events each year.

**RESPONSIBILITIES**

**Line Management**

* Manage the working practice and support the development of team members within the Programmes team including direct line management of the x2 Senior Expedition Coordinators.

 **Relationship Management**

* Recruit and induct competent senior expedition leaders (Chief Leaders) with the support of the Programmes team.
* Act as the key contact for Chief Leaders during the planning phases of expedition programmes.
* Act as the first port of call for all queries relating to operational management.
* Support the Curriculum, Impact and Training Manager, in the management, planning and delivery of appropriate and robust induction and training events for both Leaders and Young Explorers, as appropriate for each expedition location, operational model and client group.

 **Expedition Planning and Logistical Development**

* Work closely with, support and guide Chief Leaders and wider expedition leader teams to develop robust and developmental operational plans, considering outcomes for Young Explorers, organisational policy, industry best practice and building on learning from previous expeditions.
* Contract efficiently and liaise effectively with third-party providers in-country to ensure logistical plans and support is in place to develop programme itineraries.
* Recruit and assess high quality and appropriately skilled volunteer leader teams for upcoming expeditions including; advertising, shortlisting, assessments and selection.

 **Financial Management**

* Support the Head of Programmes and Expeditions to develop expedition budgets and forecast expenditure to inform future planning.
* Manage processes and relationships with team members and external providers to ensure cost-effective practice.
* Support senior expedition leaders to deliver expeditions on budget.
* Manage the process of reconciliation following the return of our programmes, to include; debriefing with Chief Leaders; financial reconciliation; equipment management; receiving reports; compiling lessons learned and action planning.

**Safety & Risk Management, and Industry Compliance**

* Review and develop organisational policies and operating procedures to ensure and maintain best practice, working with Technical Advisors as appropriate.
* Liaise with external auditors as appropriate to ensure compliance with BSI 8848, AALA and the Learning Outside the Classroom quality assurance criteria.
* Support expedition Chief Leaders and colleagues to develop risk and incident management protocols appropriate for the expedition location and client group.

**Governance and partnership**

* Participate in, report to and prepare briefings for members of the Operations Sub-Committee and main board meetings with trustees as necessary and when asked to do so by the Head of Programmes and Expeditions
* Represent the charity as an ambassador in a range of public fora, providing opportunities for us to learn and to improve from others in the sector.

**Additional Process responsibilities**

* As a manager within the Programmes team, the Expedition Manager may be delegated responsibility for the oversight and development of specific process areas as appropriate, including deputising for the Head of Programmes and Expeditions.

**Crisis & Incident Management**

* Liaise with external suppliers to arrange and review annual staff training for the Duty Operations team.
* Be ‘on call’ during operational periods as part of a duty rota.
* Act as Senior Duty Officer to lead, manage and coordinate responses to field incidents or crises.

**Person Specification**

**Essential**

|  |
| --- |
| **Criteria** |
| * Experience & understanding of youth expeditions; both in the field and via operational support.
 |
| * Experience of working with CRM databases, finance management software, Microsoft office software and project management software (such as Notion).
 |
| * Experience of working with a wide range of young people to deliver agreed outcomes.
 |
| * Experience of managing multi-stakeholder projects effectively from inception to evaluation.
 |
| * Knowledge and understanding of safety and risk management in expedition and/or outdoor activity contexts.
 |
| * Knowledge and understanding of industry best practice, guidelines such as BSi8848 and AALA, the requirements of safeguarding and data protection legislation and of highly regulated environments generally.
 |
| * Ability to manage relationships at all levels of the organisation from expedition participants and volunteer Leaders to members of the British Exploring Society board of Trustees and donors
 |
| * Ability to exercise judgement under pressure. To effectively assess risks and implement appropriate mitigation strategies and make timely decisions, even with incomplete information.
 |
| * Ability to prioritise a challenging and fluctuating workload and to work both reactively and proactively.
 |
| * Experience being accountable for efficient spend and confidence in managing a budget of £50,000 - £100,000.
 |

**Desirable**

|  |
| --- |
| **Criteria** |
| * A clean UK driving licence.
 |
| * Technical proficiency and currency in outdoor activities and / or relevant NGB qualifications.
 |
| * Qualification or certificate in Project Management.
 |

**BRITISH EXPLORING SOCIETY VALUES**

|  |  |
| --- | --- |
| **Values** | **The candidate with demonstrated these values by:** |
| **Courage** | * **Tackling new tasks and embracing difficult decision making**. You will have the opportunity to handle new, and often complex tasks such as planning and logistical development for expeditions, which involves making tough decisions and navigating unforeseen challenges.
* **Supporting others with confidence.** In this role you will have the chance to work with experts in expedition planning. Our volunteer Chief Leaders are amazing at what they do, and will need to be assured of your support in managing risk and safety protocols, which often require difficult conversations and decisions to ensure the safety and success of the expeditions.
 |
| **Self-Belief** | * **Being resilient and learning from mistakes.** No one is perfect and you are not expected to be. As the Expeditions Manager you are working with the Programmes team to **learn from previous expeditions through debriefing and compiling lessons learned.**
* **Responding well to knock-backs**. Being a Senior Duty Officer will mean that during the duty operation season when on call you are the first point of contact for operational management queries and will lead responses to field incidents or crises. You will need to stay composed and effective in the face of dynamic and unexpected circumstances.
 |
| **Community** | * **Having a can-do approach.** You will be a role model in the team, and this means having a proactive approach in all aspects of work, from recruitment and training of leaders to logistical planning and financial management.
* **Thriving in an entrepreneurial small team.** This role allows you to get stuck in and be hands on. From developing budgets, to managing external relationships and participating in expedition training events.
 |
| **Challenge** | * **Support development and inclusion.** By supporting the development of team members within the Programmes team and ensuring robust induction and training for leaders and Young Explorers, you will need to constantly foster a supportive and inclusive environment that values everyone’s growth and contribution.
 |

**Working Practices**

* Normal FTE working hours are Monday – Friday 09.30 – 17.30pm. Additional, evening and weekend working will 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 UK Bank and Public holidays and their birthday, on completion of probation.

**How to apply**

To apply for the role, [please complete the application form here](https://docs.google.com/forms/d/1F2PEvMUz9CD7HN34wbiNAy83qvlfhEQlit4vS1UXsPY/edit) which asks you to answer five competency-based questions and submit your CV and contact details.

**IMPORTANT PLEASE READ CAREFULLY**

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

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 – this includes photos on your CV. Thank you.

**Key Dates:**

* Closing date for applications - Thursday, 13th June 2024 at 12pm

We aim to be in touch, via email, with shortlisted candidates by Friday 14 June 2024. Unfortunately, we will not be able to offer feedback to any candidates not shortlisted.

* Interviews - Week beginning Monday, 17th June 2024

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

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

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