

Administrator



“Field based doesn’t mean being confined to an office environment. We have also been busy driving the back and forth with supplies and equipment to establish a fully functioning training environment. During these periods, we sometimes meet the venturers and hear about their experiences and stories”

- Joy, Administrator

As a Volunteer Manager, you are the driving force behind the Expedition. You’ll be working alongside the permanent country staff to ensure the Expedition is running smoothly and effectively, and that the young volunteers are safe whilst on their placement. Whether you’re out on the project sites or in the country office, you need to be flexible and adaptable to meet the demands of a fast-paced Expedition environment. At the start of the programme you’ll receive a minimum of two weeks training in country, which you’ll then deliver in a condensed version to the young volunteers. Every Expedition is different but the Volunteer Manager team should be ready to get stuck in and put the needs of the Expedition first.

As an **Administrator**, you will be predominantly based in the country office. The Administrator’s role is paramount to the smooth running of the Expedition. You will help support the programme from behind the scenes, working with the Logistics Coordinators and Operation Managers to make sure all kit and equipment is sorted and administrative tasks are complete.

Administrators are responsible for the day to day management of office operations, including all necessary paperwork. You will have to be flexible and able to work as a team during busy points of the Expedition. You may have to respond to unpredictable and changing circumstances and you must be able to work on your own initiative and have good communication skills.

You may also be required to take on extra responsibility at different times of the Expedition, and, should circumstances allow, you may have the chance to spend time visiting the groups on the project sites if necessary.

Essential skills

- Organisational Skills
- Proactive approach to role
- Ability to work autonomously and take initiative when needed
- Flexible and adaptable
- Good knowledge of Microsoft Office

