

VOLUNTEER ROLE DESCRIPTION | Base Camp Manager

This is a Senior Leadership team role. The Senior Leadership team oversee and support the Adventure or Expedition party and is based at Base Camp throughout the programme.

A "Fire" is what British Exploring Society call a team of approx. 10-12 Young People and 2-3 Leaders. Each programme consists of up to 6 Fires and the Base Camp team.

Overview

The Base Camp Manager has responsibility for many of the logistical aspects of an Adventure or Expedition programme, including equipment, food, and managing the environmental impact at Base Camp. You will need to be ready to turn your hand to a range of tasks, acting as the 'fixer' and supporting the leadership team and young people with all aspects of life while on an Adventure or Expedition.

Responsibilities

Before an Adventure or Expedition Programme

- Attend all relevant training events in the UK prior to the Adventure or Expedition and do all safer recruitment onboarding tasks (see below). Training requirements are specific to each programme and include online and in-person residential training weekends, as well as additional training and planning relevant to your role. **All training events are mandatory.**
- **Adventure Weeks and Expeditions only:** Contribute to planning, risk assessments, activity-specific guidelines and any other such documents as directed by British Exploring Society and/or the Chief Leader.
- **Expeditions only:** Working with the Chief Leader, take the lead on equipment and rations/food planning and attend the packing day for expedition equipment in London approximately 2 weeks before departure. Expedition Base Camp Managers should expect to spend at least 35 hours on planning and preparation before expedition (excluding training events).
- **Expeditions only:** Familiarise yourself with British Exploring Society equipment and how to fix it.
- **Expeditions only:** Working with British Exploring Society staff and the Chief Leader, construct a food plan for expedition training events.
- **UK Expeditions or Adventures only:** With another Leader, drive the van containing expedition kit and equipment from London to Base Camp in Scotland or elsewhere.

During an Adventure or Expedition Programme

- Work to ensure the safety of every member of the Adventure or Expedition at all times.
- Establish and organise Base Camp and use British Exploring Society systems and processes for keeping track of equipment, fuel and issuing rations.
- Minimise the environmental impact on the Base Camp area.
- Complete any other tasks relevant to your role as set out by the Chief Leader.
- Inspire participants to engage fully in activities to support the aims and purpose of British Exploring Society and the Adventure or Expedition.
- Pastoral care of any young people spending time in Base Camp.
- Keep a record of any equipment lost or damaged.
- Ensure all equipment returned is clean, dry and serviceable.

After an Adventure or Expedition Programme

- **Expeditions only:** Attend the unpacking day for expedition equipment in London, approximately 1-4 weeks after your return from expedition.
- **Adventure Weeks and Expeditions only:** Contribute to the post-expedition report (PXR) and Expedition feedback, as directed by British Exploring Society and/or the Chief Leader.
- **Expeditions only:** Produce a post-expedition report (PXR) pertinent to your role as Base Camp Manager.
- **Expeditions only:** Attend the expedition debrief event. This is usually a single day event held in London approximately 2 months after your return from expedition. The day usually consists of various debriefing activities with your Fire and Expedition, followed by an evening celebration.

Person Specification

Essential Skills	Assessed in Your...
An interest in youth development and experience working with young people ¹	Leader Profile & Interview
High levels of integrity and sound judgement	Interview
A strong and flexible team player	Interview
Excellent interpersonal and communication skills	Interview

¹ We work with a wide range of young people including those with special educational needs, low aspirations, emotional and behavioural difficulties or specific developmental or support needs.

Strong leadership skills and the ability to inspire others	Leader Profile & Interview
The ability to deal with conflict and overcome challenges	Interview
Significant personal expedition and/or travel experience	Leader Profile
Good organisational skills & initiative	Leader Profile & Interview
Experience of project management and budget management	Leader Profile
An enthusiasm for expeditions and the ability to convey this to our young people	Interview
A full Driving license and are willing/confident to drive a range of vehicles including vans and 4x4s (Off-road vehicle training provided free of charge by British Exploring Society if required)	Leader Profile
Recognised 16-hour adventure/wilderness First Aid Qualification (Provided free of charge by British Exploring Society if required)	Leader Profile
Desirable skills	Assessed in Your...
Experience of developing catering / ration plans on a large scale	Leader Profile & Interview

Personal Attributes

Core Value	How Core Values appear as a characteristic, behaviour or competency
Courage	Tackles new tasks, can embrace difficult decision-making and conversations, and supports other to do the same.
Self-belief	Is resilient, responds well to knock-backs, relishes the opportunity to learn from mistakes.
Challenge	Has a can-do attitude, gets hands-on as needed, quickly learns from setbacks and adapts behaviour to drive success.
Community	Is an authentic, mature communicator who values a wide range of stakeholders equally.

Safer Recruitment Requirements

British Exploring Society is committed to creating a safe environment where young people can thrive. To ensure this, all our volunteers complete an onboarding process that confirms they have the right experience, checks, and training in place before working with young people.

For this role, you will need to complete:

- **DBS check**, including an international check if you have lived outside the UK for longer than 3 months in the past 5 years.
- **Two recent references**, one of which must be a professional reference.
- **2-day British Exploring Society Leader Induction** (online). This includes safeguarding and emergency procedure training.
- **2-day British Exploring Society Leader Training** (in person). This is programme-specific training covering a range of expedition and group management skills led by professionals in your programme team.
- British Exploring Society **Standard Operating Procedures test**.
- **Mental Health First Aid** online training module provided free by British Exploring Society.
- **16 hour Outdoor First Aid** course expensable to British Exploring Society up to the value of £200. You are exempt from this requirement if you can evidence equivalent training.
- **Supporting You**: our medical and social support screening form.
- **Overseas Expeditions only**: passport checks and any required vaccinations.
- Any additional onboarding tasks as identified by British Exploring Society staff

Building an inclusive community of Leaders

British Exploring Society is 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.

Our focus is on supporting those most disadvantaged in childhood and adolescence. To deliver our charitable aims, and secure our future, our actions and behaviours must support our commitment to welcoming young people, volunteers and team members from backgrounds and life experiences which reflect our aims and the changing dynamics of contemporary life. We are

making good progress providing access and programmes which work for young people from right across society, but we urgently need to diversify our staff and volunteer teams. We actively seek the energy, wisdom, and challenge of those who represent the life experiences of the young people we serve, and who can increase our effectiveness as a team.

How to apply

We recruit volunteers on a rolling basis, throughout the year.

STEP 1: [Express interest in leading with British Exploring Society.](#)

STEP 2: Complete your Leader Profile application and attend a 90-minute Introductory Webinar.

STEP 3: Our Expeditions team will review your Leader Profile and, if you meet our criteria, you will be invited to book a 30-minute interview.

STEP 4: If successful at interview, you will become a British Exploring Society Approved Leader, ready to apply to join our expeditions.