

## Job Description

**Post:** Expedition Delivery Officer (Part Time, 21 hours per week). Fixed term contract for 9 months, March to December 2019.

**Working Hours:** 21 hours per week

**Salary:** £1,000 per month (based on full time equivalent of £20,000 per year)

**Base:** FOTA, The Risk Factory, 20 New Mart Road, Edinburgh EH14 1RL

**Responsible To:** Expedition Co-ordinator

**Purpose:** To assist with the co-ordination of all aspects of expedition delivery for young people engaged in the Duke of Edinburgh's Award (DofE) in Edinburgh including Open Expeditions, supporting volunteers, leader training, outdoor equipment provision and to ensure that health and safety requirements are met.

### Main Tasks:

#### FOTA Expeditions:-

- Assist with bookings and invoicing
- Organise, plan and deliver 4-8 of FOTA's expeditions per year. On each expedition be the Group Leader, co-ordinate logistics, arrange food and accommodation for leaders and respond to issues whilst supervising and/or assessing.
- Report back to the Expedition Co-ordinator after each expedition
- Respond to enquiries from participants, parents etc.

#### Kit Store:-

- Operate kit store on Wednesday and Thursday afternoons and evenings during school term time.
- Maintain and repair kit as necessary
- Manage bookings and invoicing

#### Expedition support for City of Edinburgh Council DofE Centres:-

- Provide Holiday cover for EX form processing
- Provide advice when requested, including visiting leaders for 1:1 support.
- Assist with recruitment and support of volunteer Supervisors and Assessors

**Leader Training:-**

- Assist with the delivery of Lowland Leader and Expedition Skills Module training, subject to experience and further training
- Assist with DofE Modular Training delivery where appropriate

**EMPLOYEE SPECIFICATION:**

1. Must have good organisational and administrative skills.
2. Must be physically active and in good health.
3. Must hold a walk leadership qualification, preferably Mountain Leader but Lowland Leader plus Expedition Skills Module may suffice.
4. Must hold a current, clean, driving licence.
5. Must have prior experience of supervising DofE expeditions.
6. Must have completed, or undertake, the DofE Supervisor Training Course.
7. Must be, or become, an Accredited DofE Expedition Assessor.
8. Must share the values of DofE.
9. Must have experience of maintaining and repairing expedition equipment.
10. Must have patience, willingness to accommodate different needs, and attention to detail
11. Must be able to work overnights and weekends – rota for this will be arranged at least 4 weeks in advance.
12. Annual leave generally not taken in April and June.

**Please note:** The successful candidate will be subject to an advanced PVG Scheme check.

**Applications to:** Douglas Jardine, Project Manager, douglas.jardine@fota.org.uk

**Closing Date:** Monday 25th February

**Interviews:** Wednesday 6th March / Tuesday 12th March