#### School Adventures Administrator

**Reporting to:** School Adventures Manager

**Location:** Remote, with the option to work from the office at Hackthorpe, Cumbria as needed

**Hours**: 18 - 20 hours, Monday – Friday, with potential scope to be full-time.

**Contract:** Two-year fixed term to start as soon as possible.

**Join Outward Bound’s Mission: Bringing Adventure to Schools!**

At Outward Bound, we believe in the power of the 3 Ps: People, Places, and Process. We want to take our passion for outdoor adventures and transformational experiences beyond our beautiful residential centres and into school grounds across the UK.

Our new School Adventures Programme is a ground-breaking opportunity to reach young people, who may not have the opportunity to experience one of our outstanding residentials. It may also be delivered as a pre or post course to our existing outdoor residential courses. Giving young people an inspirational taste of adventure without leaving the school gates.

**The Job (in a Nutshell)**

This part-time role (with scope to be full-time) supports the School Adventures Programme by providing administrative assistance to the Project Manager and Instructor. You will play a vital part in ensuring the smooth running of the programme through tasks such as scheduling, booking travel, updating Microsoft Dynamics, contacting schools and general administrative support. Your role will be essential in helping the team deliver impactful adventure programmes for schools.

**Who We’re Looking For**

We’re looking for a confident, enthusiastic individual with excellent communication skills and a passion for making a difference in the lives of young people. While a background in outdoor education or schools is not essential, you will need to be an experienced administrator.

The ideal candidate will have a friendly, professional telephone manner, strong organisational skills, and the ability to juggle multiple priorities with ease. Whether you’ve worked in schools, youth organisations, or other education-related roles, your ability to build positive relationships with stakeholders will be key to your success. You’ll need to have some experience of working with spreadsheets and budgets.

Whilst this part-time role is perfect for someone who enjoys working remotely behind the scenes to support our impactful School Adventures programmes, you will liaise with other colleagues in Outward Bound such as our Customer Experience team.

**Your Experience / Skills and Qualifications**

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| **Administrative and customer service experience**: wide range of experience and ideally in roles that involve interacting with customers or clients effectively. | Essential |
| **Communication**: strong written and verbal communication skills, and ability to build and maintain strong relationships with colleagues and clients. | Essential |
| **Strong ICT experience**, eg. Microsoft Office Suite (Word, Excel, Outlook).  Other ICT software, eg. Microsoft Dynamics. | Essential  Desirable |
| **Problem-Solving**: held roles where you had to think critically and solve problems effectively. | Essential |
| **Scheduling / Calendar Management**: manage schedules/calendars and coordinate events. | Essential |
| **Teamwork**: work as part of a team and contribute to team goals in a positive way | Essential |
| **Organisational & Planning Skills**: able to manage multiple tasks, handle conflicting priorities with a flexible approach and strong attention to detail. | Essential |
| **Time Management**: be efficient with managing your time to meet deadlines and handle various responsibilities. | Essential |
| **Confidentiality**: maintain discretion and handle sensitive information appropriately. | Essential |
| **Teamwork**: Work well with others and contribute to a positive team environment. | Essential |
| **Work independently and take initiative** | Essential |
| **Adaptability**: be flexible and able to adjust to new tasks | Essential |
| **English Language GCSEs** in English (4-9 or A-C) or equivalent . | Desirable |
| **Experience working in the charity or education sectors or with young people.** | Desirable |

Above all, you are approachable, proactive, and eager to contribute to our School Adventures Programme that makes a real difference to young people.

You may sometimes be required to undertake additional tasks as requested by your line manager

**Why Join Us?**

* **Make a Real Impact:** Help young people build confidence, resilience, and teamwork through outdoor adventure.
* **Flexible Opportunities:** Be part of a programme that brings adventure to schools, no matter where you’re based.
* **Be Part of Something Bigger:** Outward Bound has been transforming lives through adventure for over 80 years—now, we’re expanding that mission into schools, and we want you on board!

**Salary, hours and benefits**

Salary £24,570 - £27,846 (FTE) (starting point dependent on relevant experience)

**Benefits**

* Annual Leave of 24 days, plus bank holidays. Annual leave increases by one day per year to a maximum of 30 days, plus bank holidays.
* Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
* Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months’ absence for up to 5 years, covered from start date
* Employee assistance programme: with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
* Personal Accident Insurance while at work or commuting
* Health Cash Plan with Medicash: on application after completion of probation; taxable benefit
* Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service
* 8 weeks’ sick pay at full salary in any 12 months
* Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount
* Staff bursaries: discounted course fees for family members
* Childcare voucher scheme

**Other**

The post holder will also be required to undertake an enhanced disclosure check, which Outward Bound will administer.

**Settling in Period**

There is a 3-month settling-in period from the contract start date.

**How to Apply**

#### If you are interested, please email an up-to-date CV and covering letter explaining how your skills and experience fit the Job Description (no more than 500 words) to [tara.king@outwardbound.org.uk](mailto:tara.king@outwardbound.org.uk).

#### The closing date is 09.00, Monday, 12 May 2025. Initial Interviews will take place from w/c 26 May 2025 at our Head Office in Hackthorpe, nr Penrith, or via Teams or Zoom if appropriate.