



Job Description – Chief Leader

Overview

The Chief Leader is responsible for the overall planning and preparation of the expedition. He/she will have ultimate responsibility for all of the expedition members whilst in the field and for the conduct of the expedition. The Chief Leader will work closely with the BSES Office throughout the two year planning cycle.

Profile

Necessary Requiements

- Experience of leading and managing large teams
- Experience of managing young people.
- Significant overseas experience in a relevant area, whether it be from a scientific, mountaineering or expedition background.
- An ability to organise efficiently and effectively.
- Free time to devote to the planning of the expedition
- Ability to make decisions under pressure.
- Good communications skills when dealing with a range of personalities from in-country agents to expedition Patrons and Ambassadors.
- An enthusiasm for expeditioning and the ability to convey this to our Young Explorers
- Adventure First Aid Qualification (weekend training course provided free of charge by BSES)

Desirable Attributes

- An interest in youth development and experience of working with young people in the mountains
- Previous experience of the expedition area

Responsibilities

Pre Expedition

- Produce an initial proposal outlining your plans for the expedition
- Attend Expedition Committee meetings three times a year
- Plan all aspects of the expedition alongside the BSES Office Staff, working to an agreed timetable
- Be available to complete a reconnaissance expedition ideally 2 years in advance to maximise on marketing potential and planning time. Produce a reconnaissance report.
- Select a suitably skilled leader team
- Adapt, agree and operate within the guidelines, procedures, and policies of BSES Expeditions relevant to your expedition
- Produce the relevant documentation for the expedition, including a Risk Assessment, Evacuation Plan, Communication Plan, Kit Lists etc
- Advise on the marketing materials for the expedition
- Complete the Young Explorers Trust external screening process
- Advise Office Staff with the completion of the expedition budget and endeavour to work within its boundaries
- Plan, attend and coordinate training weekends for the expedition members (2 or 3 in the 6 months elading up to the expedition)



BSES EXPEDITIONS

BRITISH SCHOOLS EXPLORING SOCIETY

On Expedition

- To take overall responsibility of the expedition and its members whilst in the field.
- Ensure all expedition members are sufficiently trained before leaving Base Camp
- Support leaders in their choice of activities and ensure they are operating within appropriate areas
- Maintain daily communications with all expedition members and weekly communications with the BSES Office
- To control the in-field expedition expenditure within budget parameters and to maintain accurate field accounts to be returned to the BSES Office after the expedition.
- Manage and report on any emergency or near miss incidents in the field
- Manage a feedback and review process with the YEs in the Fire following the structure provided by the BSES
- All leaders, must regard it as a priority to ensure the safety of each and every member of the expedition at all times.

Post Expedition

- Assist in the unpacking of the expedition equipment
- Report back on any necessary insurance claims relating to equipment losses/damages or injuries
- Deliver expedition debrief report, including near miss, incident and medical reports, this will be presented to the Expeditions committee.
- Deliver a post-expedition presentation with the support of the fire leaders at the Annual Gathering in January the following year
- Coordinate the production of an Expedition Report for all expedition members and sponsors