

Administrator

“My most proud and rewarding moment was when I prevented one of our project managers from spending four days in jail! (quite seriously) after having spotted that her visa was about to expire. I managed to gain her a special pass which allowed her to leave the country, I also had to arrange for her to departure...knowing how strict it is in Malaysia it was very stressful but very rewarding!” Chris Paine Borneo expedition

The role

Administrators are responsible for all the administration of the expedition. One of the most important aspects of the role is the ability to be flexible and willing to work long and hard at certain busy times of the expedition. As an administrator a key part of the role is responding to often unpredictable and changing circumstances. You must be able to work on your own initiative and have good communication skills. Administrators play a vital role in the day to day running of field base.

A typical day

There isn't one! One day you might be working with the logistics team to ensure groups have the right food at the right time, the next manning the radio and managing the allocation of venturers to new project teams.

The responsibilities

- Setting up an office system with the country programme manager or deputy programme manager
- Allocating venturers to project groups, ensuring a good mix of backgrounds, sex, ages
- Helping with the organisation of the induction period
- Helping out with any press/PR events
- Co-ordinating a postal system for post to and from field base and all project sites
- Arranging all flight changes for expedition members, both venturers and volunteer managers, dealing with visa extensions
- Dealing with emails received from head office
- Getting to know venturers on a personal level and dealing with problems they have
- Sharing daily duties and giving full secretarial or administrative support to the expedition, e.g. dealing with confidential documents
- Assisting with administration support, collating and analysing statistics as required by the Raleigh in-country staff

The skills

- Able to work on own initiative and be exceptionally well organised
- A good knowledge of Microsoft packages (e.g. Word and Excel)
- Be a real team player and do whatever needs to be done to ensure the success of the expedition
- Willingness to be flexible and put the needs of the expedition and the venturers first