

Could you help organise a Raleigh International expedition?

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Raleigh International, the education charity, is looking for talented and enthusiastic administrators to take part in an experience of a lifetime.

The charity - which offers young people from all backgrounds overseas expeditions to exciting and remote locations - relies on a network of volunteer managers over the age of 25 to ensure that each expedition runs smoothly and safely. Raleigh International expeditions focus on developing young people's skills and confidence, as well as putting something back into the communities in which the expedition participants live and work.

Currently, Raleigh International is looking for administrators to join support teams in Borneo, Costa Rica and Nicaragua, and, from February 2008, in India. Two administrators are needed for each expedition and they are part of small team of volunteers based at Raleigh's field base headquarters in each expedition country.

Administrators are responsible for setting up office systems to support the expedition, providing full secretarial support to expedition leaders and also help with the organisation and day-to-day running of the expedition. The role is a challenging one and can involve long hours. Essential skills include good organisational and communications skills, as well as fast typing speeds and knowledge of Microsoft packages. As with all volunteer managers administrators must be willing to turn their hand to any practical task, pay for their flight and basic living expenses, and have a general interest in youth development and supporting young people. In return, Raleigh International offers some truly unique experiences in some of the world's most challenging and remote locations.

Pip Stedman, a business professional from London, took a career break to volunteer as an administrator in Borneo in 2006.

"I chose to volunteer with Raleigh because I wanted to travel abroad, visit places I had never seen and challenge myself. After working hard for a number of years I needed time out to reassess what I wanted to do and I thought a Raleigh expedition would give me the chance to do this. I was also interested in working with young adults.

At field base I had to be prepared to help out with any task and use my organisational skills. I helped to form a strong field base team which in turn provided a solid base for the expedition. The skills that I learnt in working with people and the confidence to give presentations have all helped me in my new role in the UK. I've now been back nearly a year, and am still talking about the expedition!"

For more information about Raleigh International visit www.raleighinternational.org or email staff@raleigh.org.uk

For hi-res pics and further case study info contact press officer Anne Consedine – anne.consedine@btinternet.com or call 0781 804 8438

Useful information for interested administrators

A Raleigh International expedition commonly lasts for five or ten weeks; although all volunteer managers are asked to arrive two weeks prior to the start of the expedition to take part in volunteer manager training.