

Deputy programme manager

“ A rollercoaster of a ride, from boring to unforgettable, frustrating to inspiring and best of all when a thought of ‘wow, I wouldn’t change a thing right now’ sneaks up on you totally by surprise.” Tim Berriman India expedition

The role

The role of deputy programme manager is varied and there are many responsibilities. You’ll often be very involved with the nuts and bolts of the logistics (especially the transport) and play a role in the management of changeovers, where the whole expedition team comes back together between phases. The role is very rewarding and you’ll get to know and work with almost every person on the expedition.

Other information

You will be required to take an off road driving course, so will need to be a confident driver with a full driving licence held for at least three years.

A typical day

There isn’t one! One day you could be visiting a project site to resolve an issue between venturers, the next day organising bus travel for 120 people and the following day finding paint to take to a project site 200 miles away because if they don’t get it, the school is unlikely to be finished on time!

The responsibilities

- To support, represent, and advise the Raleigh in-country staff to ensure the success of the expedition
- To coach and support the other volunteer managers by providing the best possible experience for the venturers
- To stand in for the Raleigh in-country staff when required, making key decisions in line with our directives and guidelines
- To supervise the running of the expedition, usually in close consultation with the country director, but often on own initiative
- In the absence of the Raleigh in-country staff to react to and manage any crisis situation on the expedition
- To help manage a static team of volunteer managers in field base who support the Raleigh in-country staff in the running of the expedition
- To help plan and run centralised training periods and post expedition wash up for around 100 people
- To help manage the expedition movements plan, as well as all vehicle and transport matters
- To produce a comprehensive, written post expedition report
- To help support the logistics team if needed
- Other communal tasks at field base

The skills

- Ability to use own initiative and make major decisions in accordance with our directives and policies
- Very effective communication skills and the ability to brief, train and organise groups of over 100 people or represent Raleigh to outside agencies and organizations



- Able to display a high level of personal leadership
- Excellent interpersonal skills and the ability to work as a key positive influence amongst a diverse team
- Willingness to be flexible and put the needs of the expedition and the venturers first
- Ability to acquire and implement new skills quickly
- Competent level of written skills and experience of budgeting
- Plan logically and in detail producing practical solutions to major administrative and organisational problems
- Excellent crisis management skills
- Computer literate

Desirable skills

- Experience of training and leading groups