



# School Expedition Operations Manager

## School Expedition Operations Manager

Antipodeans run challenging overseas adventures for young people that truly shape who they become in the future. We work hand in hand with over 150 Australian and New Zealand schools, creating incredible international experiences for students and teachers alike.

Our ethos of Leadership, Resilience and Mindfulness is central to who we are and how we go about business. We truly believe that travel is one of the most vital learning experiences a young person can have on their way to adulthood.

[www.antipodeans.com.au](http://www.antipodeans.com.au)

### Role

- Overseeing operations of all aspects of overseas leadership expeditions and school tours for multiple schools/teams including preparation, logistics, budgets, itineraries and communications.
- Manage, prepare and support the students and teachers pre-departure and whilst overseas.
- Prepare itineraries, trip notes, budgets and risk assessments for each team.
- Liaise with teachers, students, parents, in-country providers to ensure a high quality experience for all.
- Lead expeditions and tours if desired and when possible.

### Candidate

- Tertiary Educated
- Extremely dynamic, professional and flexible approach
- Highly organised with an exceptional eye for detail
- Great relationship management skills
- Passionate about youth development and travel
- Willingness to travel interstate and work occasional weekends

## Responsibilities (with Schools)

- Planning and co-ordination of student-led leadership expeditions and tours
- Liaising with teachers, parents and students through phone calls, emails and face to face meetings
- Working with teachers and students re: trip itineraries, logistics preparation and risk management
- Facilitation and delivery of parents and student meetings
- Maintaining quality control of student and teacher experience
- Effective client management to retain the schools for future programs

## Responsibilities (with Antipodeans Operations)

- Itinerary design and development with students and teachers
- Preparation of budgets for teams travelling overseas
- Liaising with overseas providers re; logistics, community project and trekking arrangements
- Preparation of trip specific risk assessments and documentation for each team
- Facilitation and delivery of sessions at training weekends for students, teachers and leaders
- Support teams overseas as a member of the Operations team based in the Antipodeans 24 hour Support Centre
- Some overseas and interstate travel

## Based – Melbourne or Sydney

Remuneration Package – between \$60-70k + super plus bonus dependent on performance

Annual leave – 4 weeks per annum plus additional week dependent on performance

If the above role is of interest to you, please send your application to:

[recruitment@antipodeans.com.au](mailto:recruitment@antipodeans.com.au)