

Logistics Officer



“I felt this role would help me a great deal as there’s a lot of responsibility. I had full responsibility over food orders and ensuring that communication was crystal clear. It’s given me an added level of responsibility and time-keeping skills that I can take with me into my future working life.”

- Jordan, Logistics Officer

As a Volunteer Manager, you are the driving force behind the Expedition. You’ll be working alongside the permanent country staff to ensure the Expedition is running smoothly and effectively, and that the young volunteers are safe whilst on their placement. Whether you’re out on the project sites or in the country office, you need to be flexible and adaptable to meet the demands of a fast-paced Expedition environment. At the start of the programme you’ll receive a minimum of two weeks training in country, which you’ll then deliver in a condensed version to the young volunteers. Every Expedition is different but the Volunteer Manager team should be ready to get stuck in and put the needs of the Expedition first.

As the **Logistics Coordinator**, you will be primarily based in the country office and will be essential to the smooth running of the programme from behind the scenes.

Your role is to ensure all food, equipment and materials are well coordinated for volunteer teams at their project sites.

It’s not necessary to have a logistical background, but good organisational, administrative skills and a strong motivation for the job will take you far.

One of the most important aspects of the role is flexibility and the ability to respond unpredictable and changing circumstances. You should be ready to work on your own initiative, and also be a good communicator and team player.

Whilst in field base you’ll be working to support all programmes being delivered at that time. You might be required to take on extra responsibility at different times of the Expedition and you’ll get the chance to spend time out on the project sites.

Essential skills

- Organisational skills and excellent time management
- Methodical and thorough planner
- Accuracy and attention to detail
- Ability to cope working under pressure
- Flexible & adaptable to work in a team
- Good knowledge of Microsoft Office

