



ANTARCTIC HERITAGE TRUST
 ——— INSPIRING EXPLORERS ———

SCHEDULE A: POSITION DESCRIPTION

Organisation:	Antarctic Heritage Trust
Position Title:	Inspiring Explorers' Programme Co-ordinator
Employment Basis:	A full time permanent role. Monday to Friday 8.30am – 5.00pm. Additional hours, outside normal business hours, as and when required to fulfill the job purpose.
Reports to:	General Manager Operations & Communications
Location:	Antarctic Heritage Trust's offices, 38 Orchard Road, Christchurch.
Context:	<p>The Antarctic Heritage Trust is a New Zealand-based not-for-profit with a vision of 'Inspiring Explorers'.</p> <p>Through its mission to conserve, share and encourage the spirit of exploration the Trust cares for the remarkable expedition bases of early Antarctic explorers including Captain Robert Falcon Scott, Sir Ernest Shackleton and Sir Edmund Hillary.</p> <p>It shares the legacy of exploration through outreach programmes and encourages the spirit of exploration through expeditions to engage and inspire a new generation.</p> <p>The Trust's strategic goals are:</p> <ol style="list-style-type: none"> 1. Conserve Antarctica's heritage under the Trust's care for future generations. 2. Share the world's greatest polar exploration stories. 3. Encourage youth to explore the physical world to educate and inspire them. 4. Sustain and grow the Trust's programmes, while caring for people and the planet. <p>The Trust is governed by a high level, international board of Trustees and has a strong profile both nationally and internationally.</p>

<p>Role Purpose:</p>	<p>The Inspiring Explorers' programme is an initiative led by the Trust to engage young people with the spirit of exploration. This is in line with the Trust's strategic objectives to encourage:</p> <ol style="list-style-type: none"> 1. Young people to explore the physical world to educate and inspire them. 2. Engage on projects that help connect people with polar exploration. <p>The Trust's Inspiring Explorers' Expeditions make the Trust's legacy relevant for young people so they identify with it, value it, and are motivated to protect it. The expeditions not only change participants' lives, they create a platform to share inspiring stories and experiences with participants' communities and a wider audience.</p> <p>This role is responsible for the coordination, planning and helping with delivery of the annual Inspiring Explorers' Programme. Currently there are three tiers to the programme:</p> <ol style="list-style-type: none"> 1. Young Inspiring Explorers' Summit (11-13 year-olds, NZ-based) 2. Experience Antarctica. (18-30 year-olds. Polar regions. Wide participation) 3. Apex Expeditions. (20-35 year-olds. Elite-level polar expeditions) <p>As well as helping deliver these programmes, the Inspiring Explorers' Programme Co-ordinator will work with the wider Trust team to co-design and deliver new initiatives. This role is critical to the success of the Inspiring Explorers' Programme.</p> <p>The Trust is a small organisation of skilled, passionate and committed staff. The ability to work constructively within a team environment is essential.</p>
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<p>Role Responsibilities:</p>	<p>The appointee will be responsible for delivering outcomes in the following areas:</p> <ul style="list-style-type: none"> • Plan and assist delivery of the Young Inspiring Explorers' Summit and associated programmes. • Plan and assist delivery of the Experience Antarctica tier of the programme. • Plan and assist delivery of the Apex Programme. • Build positive relationships and networks that enable the Inspiring Explorers' Programme to grow, attracting a diverse range of applicants.
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	<ul style="list-style-type: none"> • Work with the AHT communications team to ensure that the Inspiring Explorers' outreach programmes are effectively delivered. • Manage application process and liaise with successful and unsuccessful applicants. • Work with the AHT team to ensure the Inspiring Explorers' alumni network remains connected and engaged. • Work with the Senior Leadership Team to continue to develop the strategy as the programme is scaled. • Undertake risk assessments and source expert input as required to co-ordinate Health and Safety plans for all levels of the programme. • Work with the team to co-design and pilot new initiatives that can be scaled. • Monitor and analyse programme outcomes, providing reports as required for key stakeholders.
Experience:	<p>Strong project management background and experience in successful programme co-ordination is essential. Experience within the education, training or expedition and logistic sectors would be helpful but is not necessary.</p> <p>Experience working with people from diverse backgrounds.</p>
Key Relationships:	<p>Antarctic Heritage Trust staff (including consultants and contractors) Executive Director General Manager Operations & Communications (GMO&C) General Manager Commercial and Partnerships (GMC&P) Communications Advisor Antarctic Heritage Trust stakeholders and alumni Antarctica New Zealand Antarctic Office and Christchurch NZ Corporate sponsors and funding partners</p>
Direct Reports:	N/A
Financial Responsibility:	Work within set budget as overseen by GMO&C and defined in the Annual Business Plan.
Performance Reviews:	Key performance indicators set in the first month of each financial year. Performance reviews twice yearly with GMO&C.
Driver's Licence:	Yes
Computer Skills:	<p>Computer literate in the Microsoft suite with intermediate - advanced skills in Word, Excel and PowerPoint.</p> <p>Experience working with databases and project management software.</p>

Key Responsibilities	Tasks
<i>Expedition conception and research</i>	<ul style="list-style-type: none"> • Work with AHT team to identify expedition opportunities. • Assist with researching expedition concepts and logistics. • Generate feasibility reports including draft project scopes and budgets.
<i>Pre -planning expedition activity</i>	<ul style="list-style-type: none"> • Work with the communication and administration teams to prepare marketing plans and participant application processes. • Contribute to budget discussions with Finance Manager ensuring all costs are considered so accurate budgets can be developed. • Set up project management frameworks and prepare operational and logistical plans. • Utilise AHT team expertise to generate programme training plans, agendas etc. • Source appropriate training partners, if required.
<i>Expedition planning implementation</i>	<ul style="list-style-type: none"> • Utilise project management tools for effective planning of expeditions. • Create and manage a clear project management approach that is able to be accessed and understood by other AHT staff. • Planning documentation is maintained and up to date. • Lead regular expedition update meetings with AHT team, ensuring minutes and actions are recorded.
<i>Co-ordinate application process</i>	<ul style="list-style-type: none"> • Prepare and co-ordinate the expedition and online application process, in liaison with Communication Advisor. • Co-ordinate the processing of online applications and shortlisting. • Plan selection process, which may include selection weekends, prepare interview questions and oversee interview process. • Participate on the interview panel. • Complete reference checks for preferred applicants. • Co-ordinate documentation required for successful applicants.
<i>Programme delivery</i>	<ul style="list-style-type: none"> • Plan and deliver team building weekends (could be located outside of Christchurch) ahead of expedition, as required. • Work with third parties to confirm logistics, bookings and transport platforms for expeditions. • Keep expenses in line with budget. Immediately inform manager of any anticipated or actual budget overruns • Work with admin team or third parties to book travel arrangements and insurance. • Distribute and administer any participant pre-expedition work

Key Responsibilities	Tasks
	<ul style="list-style-type: none"> • Develop gear list and co-ordinate with various suppliers for gear as required, ensuring any sponsorship obligations are met. • Work with expedition partners and presenters, on expedition delivery as required. • Work with the team to plan and deliver any Official Supporters' Programme for an expedition, including communications with supporters and any logistics required.
<i>Communication teamwork</i>	<ul style="list-style-type: none"> • Work with communications team on communications strategy, marketing and media plans for expedition, ensuring information is communicated with applicants in a timely manner. • Co-ordinate communications with staff, expedition team, sponsors and partners (as required) throughout the preparation phase. • Manage expedition logistics and communications from the Christchurch office and be main point of contact for expedition team (this can involve some out of office hours work due to time zones).
<i>Post-expedition activities</i>	<ul style="list-style-type: none"> • Ensure all post-expedition communications are completed, including a debrief on the overall process and expedition. • Ensure all gear is returned and sponsorship obligations met.
<i>Education and outreach</i>	<ul style="list-style-type: none"> • Work with expedition partners to ensure any educational material is distributed. • Co-ordinate post-expedition mentoring programmes, (as applicable) ensuring regular feedback is reported. • Co-ordinate expedition and individual outreach programmes, working with communications team to ensure this is done effectively and results are monitored and reported.
<i>Impact assessment</i>	<ul style="list-style-type: none"> • Monitor and analyse the programme's impacts, working within AHT's framework and approach. • Work with staff and at times third parties to continue to develop models for effective reporting of the social impact of the programmes.
<i>Alumni programme</i>	<ul style="list-style-type: none"> • Connect Inspiring Explorers with alumni team for mentoring. • Ensure Inspiring Explorers become part of alumni programme and the database is updated. • Identify opportunities where Inspiring Explorers alumni can connect with each other or continue to be part of AHT's programmes and help implement them.
	<ul style="list-style-type: none"> • Produce periodical project implementation tracking reports.

Key Responsibilities	Tasks
<i>Reporting</i>	<ul style="list-style-type: none"> • Prepare post-expedition reports for internal reporting, reporting to government agencies and Board reporting, as required.
<i>Risk management and Health and Safety</i>	<ul style="list-style-type: none"> • Drawing on expertise with AHT team, lead generation of risk management plans (using the Trust's risk register). • Develop Health and Safety plans for all expeditions, with input from others are required; and oversee the plans progression to sign off. • Oversee the Health and Safety inductions for programme participants. • Co-ordinate Health and Safety reports post-expeditions and ensure all documentation is completed as per AHT's policies.

Personal Attributes:

- Commitment to the values and principles of the Antarctic Heritage Trust and the desire to see it succeed.
- High level of personal and professional standards, self-motivated and strong work ethic.
- Ability and desire to work both independently and as part of a small high achieving team.
- Values open and honest communication and works with others to continuously improve, both personally and as an organisation.
- Strong project management skills.
- Identifies issues and persists to resolve them.
- Strong time management and organisational skills, showing an ability to prioritise work and deliver to deadlines.
- Flexible, adaptable and receptive to change and new ideas and able to adjust to changing demands circumstances.
- Confident and effective written and verbal communicator.
- Demonstrated ability to manage multiple tasks under pressure.
- Strong networking skills and ability to work collaboratively with a diverse range of people and across multiple stakeholder environments.
- An interest in working with young people.
- Willingness to travel as and when the job requires.

For further information about Antarctic Heritage Trust please visit our website at www.nzaht.org.
To read more about our Inspiring Explorers' programmes please visit: nzaht.org/encourage/

If you would like a confidential discussion about this role please contact:
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