



Classics School Trips Specialist – Job Description

The Learning Adventure is a leading educational tour provider for students, and currently operates trips across Asia and Europe. The company focuses on showing the *real* side of these countries by providing educational excursions for students. Our itineraries offer genuine learning outcomes and broaden cultural understanding.

The Dragon Trip is the parent company of The Learning Adventure and offers leading adventure tours across Asia. The company has offices in London and Ho Chi Minh City.

Our Mission Statement: Expand minds through transformative travel experiences.

Core Values:

- Unite global citizens through meaningful adventures.
- Show a real side of life, through deeply researched, safe trips, inclusive of all.
- Support local communities through sustainable and ethical travel, every step of the way.
- Create a dynamic, diverse and solution-orientated work culture on trips and in our offices, which encourages trust and growth.
- By passionate travellers for passionate travellers.

We are seeking to recruit a Classics specialist to develop industry-leading school tours. Based in our London office and reporting to the European Operations Manager, the role involves research, planning, and developing Classics school trips, bringing them to market, and promoting them to schools.

Responsibilities:

- Developing the trips themselves through personal knowledge, research and speaking to suppliers.
- Creating an operational quote builder which will be the foundational document for our Classics trips.
- Managing a busy inbox of pre-sale enquiries, and speaking directly with teachers about our Classic trips.
- Keeping our bookings records up-to-date and accurate.
- Speaking directly to teachers, parents and students about our trips.
- Researching schools and organisations to identify new leads and potential new markets.
- Actively working with the marketing team on a range of online and offline channels.
- Writing a series of articles about our Classics trips.
- Encouraged to contribute any new ideas, for Sales processes and for business development channels.
- Attendance at consumer travel shows and other events, as required, and support for the event preparation stages.

Competencies:

This is a fantastic opportunity to work in and learn more about the fast-moving travel sector, with internationally-minded colleagues who are passionate about the tours that we run! It's also a unique opportunity for a passionate classicist to develop a series of inspirational tours.

We are looking for a new member who:

- is a **team player**.

- has **high attention** to detail.
- is **organised** and able to balance a reactive workload together with ongoing projects.
- demonstrates **initiative and creativity** – for finding solutions and for developing original ideas.
- has **strong writing skills**.
- has a **confident, clear and approachable telephone manner**.
- is capable with **Microsoft Word, Excel and Powerpoint**.

Experience:

- Interest in Travel [essential].
- A love of Classics [essential].
- Previous operational experience [desirable but not essential].
- Previous Sales experience [desirable but not essential].

Salary:

- From £25,000 a year (depending on experience) plus commission
- Team outings
- Opportunities for training

Start Date:

As soon as possible.

In this position, you will be reporting to European Operations Manager. To apply for the role, please send your CV and a covering letter to Rory O'Keeffe: rory.okeeffe@thelearningadventure.com.

We look forward to receiving your application!

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