

## **Job Description – The Learning Adventure Adventure Leader Department Manager**

The Learning Adventure is a leading educational tour provider for school and university students and operates educational tours across Asia, Europe and North America. The company focuses on showing the *real* side of these countries through unique, engaging and fun activities throughout the trips. Our itineraries offer meaningful learning outcomes and broaden cultural understanding between the next generation of global citizens. Our mission is to expand minds through transformative travel experiences.

The parent company of The Learning Adventure is The Dragon Trip Group, a global company operating a number of brands in the youth travel space, including The Learning Adventure, The Dragon Trip and The Coyote Trip.

### **The Role:**

As **Adventure Leader Department Manager** with The Learning Adventure, you will have oversight of our bank of Adventure Leaders based around the globe. Working out of our Ho Chi Minh City office (or potentially remotely in Asia for the right candidate) and reporting to the Head of Operations (Asia), you will be part of a growing international team whose passion is developing exceptional educational experiences.

### **Responsibilities:**

- Design and oversee the roll-out of training for Adventure Leaders.
- Take the lead on how we build a community around Adventure Leaders.
- Set an example for what an Adventure Leader should be like.
- Set Asia policy for Adventure Leaders (e.g. uniform, rules, systems).
- Build central database of resources.
- Coordinate the building of regional resources.
- Lead a culture of excellence and innovation with Adventure Leaders.
- Technical policy and trainings for Adventure Leaders (e.g. expenses).
- Safety policy for Adventure Leaders.
- Join tours both in new regions and established ones to check on quality.

### **Competencies:**

This is a fantastic opportunity to work in a rapidly expanding educational travel team, with internationally minded colleagues who are passionate about the tours we run.

We are looking for a new member who is:

- **Organised:** is able to balance a reactive workload together with ongoing projects, and has high attention to detail.

- A reliable manager: can exercise a high degree of autonomy over the team of Adventure Leaders.
- Hungry to learn: is passionate to drive improvement both yourself and your team.
- An excellent communicator: has a high level of spoken and written English language skills and the ability to communicate effectively with a large, international, remote team.
- Experienced: has experience in the travel industry.
- Ambitious: is comfortable in a fast growing, start-up environment.
- A team player: has the ability to work confidently with the wider team and stakeholders in a remote setting.
- A problem solver: demonstrates initiative and creativity for finding solutions and developing original ideas.

**Good to have:**

- Asian language skills
- Destination knowledge of Asian countries

**What you get from us:**

- **Responsibility:** Freedom to execute on your ideas, plan your own schedule and build the change you want to see in the organization.
- **Support:** We'll invest time in you to allow you to succeed. It is important to us that our team members develop professionally during their time with us.
- **Opportunity:** We are a rapidly growing company in our space and work hard to recruit internally. We expect to move from a medium to large sized entity within 5 years and you will be in the top level of management.
- **Fun, growing team:** Our global teams are growing – be part of the action and grow alongside us.

**Terms:**

- Reporting to Head of Operations (Asia)
- Competitive salary

To apply, send your CV and a cover letter to [scott.heptonstall@thelearningadventure.com](mailto:scott.heptonstall@thelearningadventure.com) and [HR@thedragontrip.com](mailto:HR@thedragontrip.com).

We look forward to receiving your application!

*The Learning Adventure and The Dragon Trip are equal opportunity employers and welcome and celebrate diversity and uniqueness in all forms.*