



Educational Visits Advisor

CANDIDATE PACK

2026



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🌐 longtownoutdoorlearning.com

📍 The court House, Longtown,
Hereford HR2 0LD

Key Information

Job title:	Education Visits Adviser
Contract Type:	Fixed term 12-months, part-time (0.6 FTE)
Location:	Midlands (Remote) with periodic travel to locations across the UK
Salary:	£45,782 – £51,526 (pro rata)
Hours:	22 hours per week
Closing date:	12 th August 2026
Interviews:	W/b 17 th August
Start date:	Immediate

Key Benefits

- Holiday allowance – 35 days (27 days annual leave plus 8 bank holidays, pro rata).
- Sector leading training and development opportunities.
- Pension scheme with 5% employer contribution.
- Group Life Insurance
- Access to health and wellbeing services
- Cycle to work scheme.
- Staff discounts with leading outdoor retail suppliers.

How to Apply

To apply for this role, please send your CV and covering letter outlining your suitability to:
recruitment@longtownoutdoorlearning.co.uk

Applications need to arrive by Wednesday 12th August.

Interviews

Interviews will be held in person at Longtown Outdoor Centre w/b 17th August.

Questions and site visit

For an informal chat about the role or to visit the centre, contact Giles Smith on 01873 860 225 or send an email to recruitment@longtownoutdoorlearning.co.uk

About our Educational Visits Advisory Service

Longtown Outdoor Learning Trust is a charity based in Longtown, Herefordshire. The Trust runs a thriving residential outdoor learning centre and a highly regarded Educational Visits Advice Service.

Since 1964, the centre has been developing and delivering high quality and impactful outdoor learning experiences for young people. Originally a centre for young people from Northamptonshire, the reach of the centre and its services has expanded to include many of the towns, cities and counties of the Midlands, West Country and South Wales.

Longtown Educational Visits Advisory Service (EVAS) now provides advice, guidance and training to approximately 100 schools and settings mainly in the West and North Northamptonshire Council areas and in Bournemouth, Bristol, Cambridge, Canterbury and Llanelli.

Longtown EVAS operates the eVisit 2.0 educational visits planning system and provides advice to a smaller number of schools via the Evolve portal.

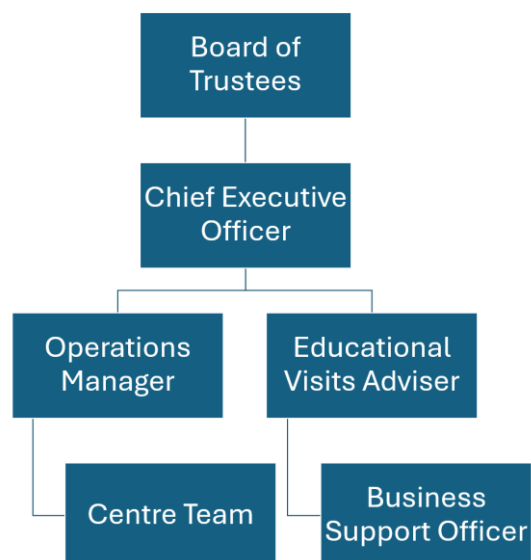
Longtown EVAS offers a full range of courses accredited by the Association of Advisers for Outdoor Learning and Educational Visits (formerly OEAP) including EVC training and re-validation, Management of Visit Emergencies (MoVE) and Visit Leader training.

The Trust aims to provide high-quality services and will support colleagues to achieve their potential, for example by supporting its advisers to achieve AAOLEV Accredited member status.

We are now seeking a knowledgeable and experienced Educational Visits Adviser to join the Longtown team on a 12-month contract, with potential for the role to become a permanent position.

Our Structure

Longtown Outdoor Learning Trust is run by a Board of Trustees. The CEO is responsible for the Educational Visits Advisory Service and the Longtown Outdoor Learning Centre.



Job Description



Job title: Educational Visits Adviser

Contract type: Permanent, part-time (0.6 FTE)

Location: Midlands (Remote)

Reports to: Chief Executive Officer

Purpose of the role

To ensure the safety of staff and children on off-site visits and outdoor learning activities by providing high quality guidance, support, training and oversight for our Educational Visits Advisory Service (EVAS) customers.

Key responsibilities

People

- To lead the Trust's Educational Visits Advisory Service (EVAS).
- To line manage the EVAS Business Support Officer.
- To support the CEO and Board of Trustees with the strategic development of EVAS.
- To be a member of AAOLEV and the Visit Emergency Support Network (VESN).

Customer

- To build effective partnerships with schools and external organisations, ensuring high levels of customer service and satisfaction.
- To deliver a variety of programmes that are accredited by the Association of Advisers for Outdoor Learning and Educational Visits (AAOLEV, formerly OEAP) including EVC training, EVC re-validation, Management of Visit Emergency training and Visit Leader training.
- To develop and deliver bespoke training programmes.
- To promote LOLT's products including the advisory service, educational visits training, and outdoor residential provision to a broad range of potential customers.

Safety and compliance

- To support Local Authorities, Multi Academy Trusts, Children Homes and schools to ensure that educational visit policies, procedures and guidance remain current and compliant.
- To review policies and procedures in the light of lessons learned, and to share good practice.
- To ensure a smooth and responsive service to schools, providing accurate and appropriate advice, guidance, support and training.
- To ensure advice and guidance is current and compliant through active engagement with AAOLEV and other networks.
- To use on-line systems to scrutinise and review visit plans, to provide feedback to schools, to maintain records of staff competence and for compliance monitoring.
- In the event of a visit emergency, to coordinate the Trust's response to schools, liaise with local authorities and/or governing bodies and emergency planning teams.
- To contribute to the investigation of serious accidents, incidents and near-misses.

Finance

- To manage the renewal of contracts with existing customers.
- To contribute to the creation of annual forecasts and budgets for EVAS.
- To monitor budgets, income and expenditure on a quarterly basis.

This job description reflects the major tasks to be conducted by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be conducted in consultation with the post holder.

Person specification

Education, Qualifications and Professional Membership	Essential	Desirable
Degree level qualification	✓	
AAOLEV membership or equivalent.	✓	
Level 3 qualification in teaching and learning (or above)	✓	
A current driving licence	✓	
A driving licence with D1 (or working towards PCV) and MIDAS		✓
Accredited member of AAOLEV (or working towards)		✓
QTS or equivalent		✓
IOSH Managing Safely or higher award		✓
Competence to lead in advanced environments evidenced by a higher-level NGB award or equivalent experience. Example NGB's below: - Mountain Training - Paddle UK - RYA - British Cycling		✓
Accredited or Leading Practitioner with the Institute of Outdoor Learning		✓

Experience and Knowledge	Essential	Desirable
Extensive knowledge of health and safety requirements, legislation and guidance for educational visits.	✓	
Experience of managing and leading young people and vulnerable adults in a range of off-site activities.	✓	
Experience and confidence in communicating and effectively delivering training and presentations to a wide range of audiences.	✓	
Knowledge and experience of relevant safeguarding procedures applicable to young people and those working with young people.	✓	
Understand the contribution that outdoor learning and off-site visits can make to learning and development.	✓	
Competence in sensible and proportionate assessment and management of risk in a variety of relevant contexts.	✓	
School-based teaching experience.		✓
Experience of on-line visit planning platforms including eVisit and Evolve.		✓
Budget management experience		✓
Knowledge of when and how to access technical experts when specialist advice beyond their own competence is required.		✓

Skills and Attributes	Essential	Desirable
Strong communication, organisational and ICT skills.	✓	
Able to develop professional and effective working relationships.	✓	
Able to work flexibly in response to the work requirements; this may include evenings, weekends and responding to emergency situations.	✓	
Ability to work independently and use all available resources (e.g. technical adviser support, AAOLEV and VESN networks) to provide prompt effective guidance to schools when required e.g. in case of a Visit Emergency.	✓	

This post requires the satisfactory completion of an enhanced Disclosure and Barring Service (DBS) check and the receipt of satisfactory references.



About the Longtown Outdoor Learning Trust

The Trust was formed in 2018 when Northamptonshire County Council made the decision to close the outdoor centre. The centre was purchased by the Wilson Foundation, and the Trust took over the management of the centre and the advisory service.

Our Vision

We believe in a future where every young person has access to transformative experiences in the outdoors.

Our Mission

To provide inspiring and inclusive outdoor experiences that build confidence, resilience and personal growth in young people.

To provide expert advice and training that enables educators to organise safe, memorable and impactful educational visits and outdoor learning.

Our Values

Our values have been shaped by our employees and our trustees and reflect the behaviours, attitudes and ways of working that support the success of our charitable work.

Community & Connection

We create warm, welcoming environments where young people and partners feel a genuine sense of belonging and connection, building strong relationships that support growth.

Safety & Wellbeing

We prioritise the physical, mental and emotional safety of every participant, ensuring our experiences are supportive, inclusive and thoughtfully designed.

Adventure & Challenge for Personal Growth

We believe that adventure and challenge spark discovery, confidence and resilience, helping young people stretch themselves and realise what they are capable of.

Collaboration & Partnership

We work collaboratively with schools, youth organisations, communities, and colleagues across the sector to co-create impactful learning experiences and achieve the best outcomes for young people.

Inclusiveness & Accessibility

We ensure our programmes are accessible, welcoming and empowering for all young people, reducing barriers and celebrating diversity in every form.

Environmental Stewardship & Sustainability

We foster a deep connection with the natural world and act responsibly to protect the environment for future generations through sustainable practices and outdoor learning.