

Lupine Adventure Co-operative
6a Rodley Lane
Rodley
Leeds
LS13 1HU



Client Manager Recruitment Autumn 2026

We are looking to hire a new Client Manager, starting date January 2027. We are expecting applications to open in the Autumn of 2026. We're not 100% sure of who we are after yet but will know what gaps we need to fill as the 2026 season comes to a close. If you would like to be reminded when applications open please fill in the expression of interest form linked from our website.

<https://www.lupineadventure.co.uk/work-with-us/>

There follows a cut down, and draft, job description to give a rough idea of what the job will probably involve.

Job Title: Client Manager.

Contract type: Permanent.

Hours: Full time. 30-37.5 hours a week (to be agreed, see "hours to work" below)

Pay: Anything from £26,615 FTE up to £32,204 FTE depending on experience (based on 37.5 hours a week).

Holiday entitlement: 5.6 Weeks pro rata. Restrictions apply (see below).

Sick Pay: 1.4 weeks pro rata a year of self-declared full sick pay. Forty-Six weeks at 50% of pay after a qualifying period.

Pension Contribution: 4% employer contribution to a 'Nest' Pension. Salary sacrifice available.

About the Job:

At it's core, your job will be to organise safe, effective and enjoyable outdoor expeditions and events. Duke of Edinburgh's Award (DofE) Expedition programmes, which include elements of education, adventure and personal development, will be a major focus - so you need to understand the particular requirements of creating programmes for children and young people, and be able to tailor them to the specific needs of different ages, individuals and Award levels.

Day to day tasks include managing small projects, maintaining records of project progress; designing expeditions and events; booking staff, campsites and other resources and maintaining oversight of these bookings; communicating with clients, employed and freelance staff, parents, campsites and other stakeholders; ensuring expeditions and events are compliant with our procedures and risk assessments and producing supplemental risk assessments where necessary; writing event briefings for staff; event logistics and making sure everything is recorded and filed. We are a small organisation and while there is some specialisation in roles and administrative support a willingness to muck-in with everything is essential. The work varies over an annual cycle and at times will be more intense and operations / event-focused, at other times will involve more consolidation, planning and preparation.



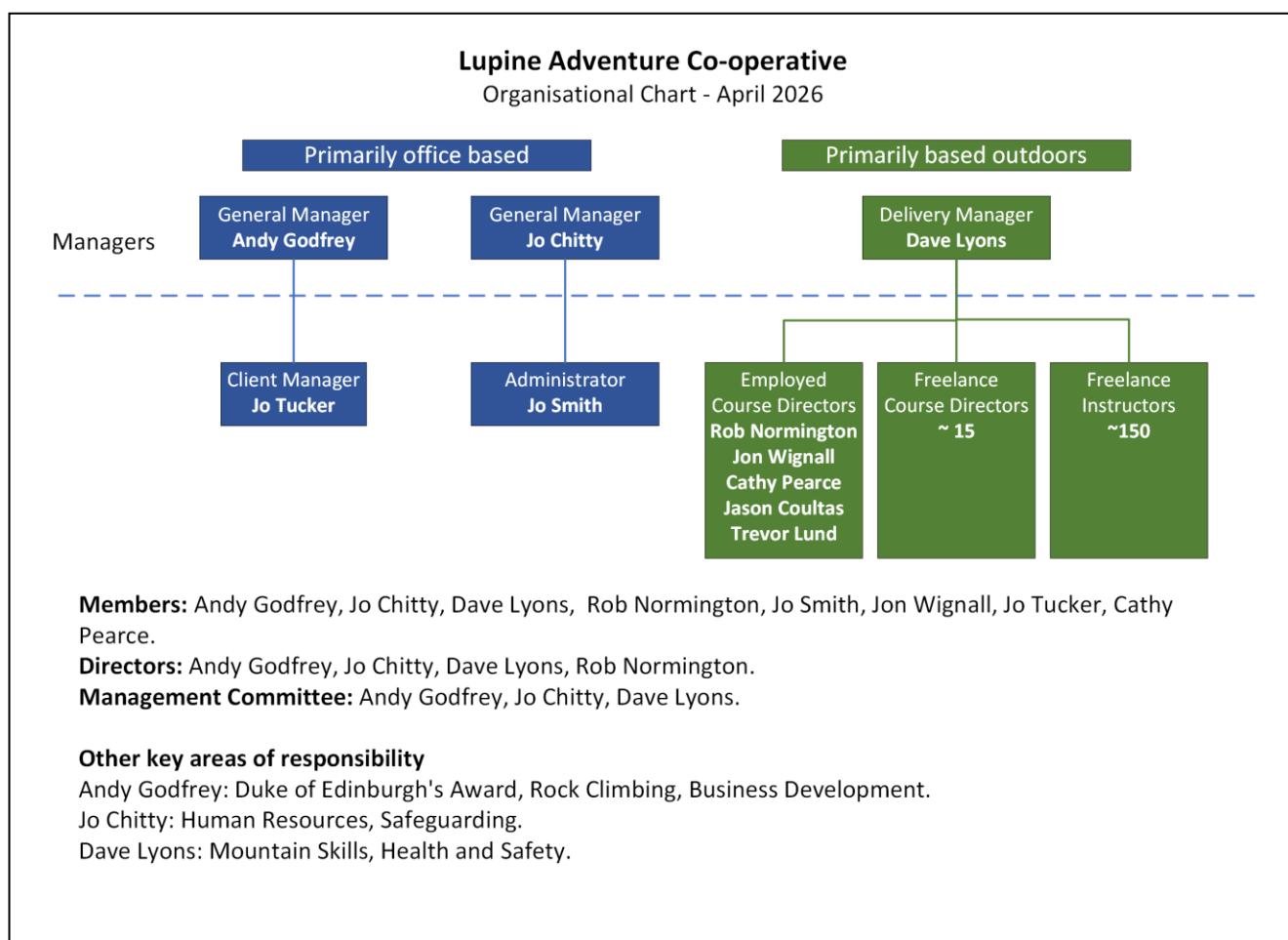
The job will mainly be office-based and will require you to attend the first-floor Lupine offices in LS13.

Some working actually delivering DofE programmes (usually at the weekends) will also be essential and we would wish to integrate this into your contract. This will probably amount to about 10-20 days a year.

About us:

Lupine Adventure Co-operative is a small, not for profit, worker co-operative based in Leeds. Our business is Outdoor Education. About 90% of our business is delivering Duke of Edinburgh's Award (DofE) programmes and the other 10% is made up of mountain challenge events, taking groups up specific mountains, skills teaching and rock climbing, we do this throughout the UK. We've been running for over 18 years and currently have 10 employees who run the business with the help of a lot of freelancers for delivering expeditions and events.

Lupine Structure:





Skills and Qualifications:

		Required	Desired
1.	Hill and Moorland Leader or above.	✓	
2.	Strong IT skills, especially MS Office; Excel is particularly important. Flexibility to learn new-to-you IT applications.	✓	
3.	Systematic, organised and diligent. Ability to work on your own initiative, recognise priorities and meet deadlines, including under pressure.	✓	
4.	Able to work with established protocols, procedures and systems (and potentially develop and improve them), including record-keeping.	✓	
5.	A 'problem solving' mindset.	✓	
6.	Good verbal communication skills: ability to speak effectively with a variety of people including children and people with different backgrounds from you own. Confidence in providing clear verbal instruction and briefing to colleagues and small staff teams.	✓	
7.	Effective written communication skill: ability to produce clear written briefings and reports; and compose professional effective emails.	✓	
8.	Understand the importance of safeguarding and of handling confidential information responsibly.	✓	
9.	Experience of organising and delivering DofE expeditions or comparable events.		✓