



Job Description - The Learning Adventure Customised Tours Manager (Remote in Europe, Middle East or Africa)

The Learning Adventure is part of the Transforma Travel Group, a leading youth travel company. Transforma's family of brands create culturally enriching, off-the-beaten-track, and educational adventures for travellers and students alike. Across all our brands, our mission is the same: to expand minds through transformative travel experiences. The Learning Adventure is a leading educational tour provider for school and university students, operating educational trips across the globe. The company focuses on offering bespoke itineraries that deliver prescribed learning outcomes and unique, engaging activities to inspire the next generation of global citizens.

We're currently seeking a Customised Tours Manager to work remotely from Europe, the Middle East or Africa. This is a fantastic opportunity to develop the presence of educational tours on a global scale and drive the direction of where the company should look to expand long-term. You'll be working with internationally minded colleagues who are passionate about the tours we run!

Responsibilities:

- Product development and local procurement in developing regions
 - Creating new itineraries globally, e.g. in South Africa, Latin America, Middle East
 - Supporting existing developing destinations such as North America
- Researching/recommending/auditing/contracting tour components for upcoming tours globally (including hotel, transport and activity components; both directly and through third party suppliers)
- Completing quote requests and budgets for parties interested in international trips
- Booking upcoming tours internationally
- Dropping in on local tours and running some as an Adventure Leader for The Learning Adventure
- Adventure Leader recruitment
- Managing emergencies with support from the international team

Competencies:

We are looking for a new team member who:

- Has excellent spoken and written English language skills
- Is located in Europe, the Middle East or Africa
- Has excellent knowledge of the travel industry globally
- Has excellent global connections in travel
- 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 proficient with Microsoft Word, Excel and Powerpoint
- Additional languages are a plus

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 organisation.
- **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 2 years, so this is an exciting time for the business and you as a team member.
- **Fun, growing team:** Our global teams are growing - be part of the action and grow alongside us.

How to apply:

Send your resume and cover letter to Lucy West at: lucy.west@transformatravelgroup.com

We look forward to receiving your application!

Transforma Travel Group is an equal opportunity employer and welcomes and celebrates diversity and uniqueness in all forms.