

## Recruitment Information Sheet

The following paragraphs describe our business, the types of trips we run, and what would be expected of you should you join us for a summer season.

High Trails operates a selection of small group Alpine trekking and walking holidays around the Mont Blanc region of France, Switzerland and Italy, centre-based family trips from Chamonix, multi-centre discovery trips in the Alps as well as a canoe/adventure trips in the Dordogne for one of the UK's leading adventure and trekking Tour Operators (Exodus Travels). We are specifically ground operators, not retailers, so we do not advertise in the travel press. We operate a variety of trips; some camping, others hotel based. On some trips the group spend one or two nights at each campsite or hotel and during the day walk from one base to the next. On other trips the groups will be based from the same hotel for the duration of the holiday. Each trip has a fixed itinerary and a maximum of 16 adult clients, apart from families trips, that only accept families.

There is usually only one leader per group except on some of our camping trips when a walking leader and support leader work together.

For camping trips there is a support vehicle that carries camping equipment and clients' baggage, picks up supplies of fresh food each day, and sets up each camp. One leader is responsible for the group in the hill while the other does the driving, shopping, and handles the catering and camping logistics. Clients on camping trips are expected to lend a hand with camp chores etc but the leaders have to do the thinking and planning.

There are 3 styles of hotel trips; hotel to hotel with a daily baggage transfer, light backpacking or one centre.

Broadly speaking we seek to employ 3 types of leader.

1. Walking leaders.
2. Discovery leaders.
3. Support leaders who look after camping logistics.

All our leaders; walking, discovery and support must also be tour leader's, which is a management role, and will be expected to make decisions for the group, communicate clearly to the client and look after the wider interests of the group and logistics of the tour.

Although High Trails Ltd provides training pre-season, on the job training, and visits leaders regularly throughout the season, a successful applicant would already have some experience, and therefore skills, at leading walking or discovery groups and/or the logistics of camping.

The job requires dedication, enthusiasm and a commitment to other peoples' holidays. It also involves a lot of hard work and can mean being abroad for long periods of time, up to 13 weeks.

In summary we are looking for:

Up to 13 weeks commitment depending on trips led. (mid-June to mid September)  
Able to deal amiably with clients  
A current First Aid Certificate (St John's, Red Cross or equivalent)  
Basic ability to communicate in French (German and Italian are also very useful)  
Experience of working with people  
Ability to handle foreign currency and related accounting  
A genuine interest and knowledge of the areas we visit  
A sense of humour  
An enjoyment of the outdoors  
A good level of physical fitness adequate to complete a full day of activity including lifting/loading baggage and equipment.  
Minimum age: 23 years

Our walking leaders will also need:  
Mountain leadership and navigation experience/training and/or qualifications  
(Summer/Winter/International Mountain Leader training/assessment).

Our support leaders will also need:

Better than average driving ability (hopefully with basic mechanics).  
Cooking and menu planning experience  
Camping experience.

We expect all our leaders to:

- ensure the safety of clients and make sure that the client has the most enjoyable, interesting and problem-free trip possible.
- liaise with hotels, operators and airlines on behalf of the company and the group.
- fully brief clients on all aspects of the trip so as to prepare them for each days activities and impart as much knowledge as possible on the country being visited.
- provide strong leadership to the whole group, particularly in stressful and difficult situations where the surroundings are unfamiliar.
- run a trip to budget and produce accurate accounts and other paperwork immediately a trip finishes.

At this point it is probably correct to run through a few of the practical and financial points involved in what we do.

First, what we provide:

1. Vehicle transport from the UK to France/Italy etc. OR Flights from UK airport to relevant destination abroad
2. Any transport required whilst outside the UK which is relevant to this employment
3. Campsite or hotel accommodation and food whilst accompanying a group
4. An allowance per evening meal taken in a restaurant when the group itinerary specifies that the group eats in a restaurant.
5. Comprehensive training for all trips.
6. Medical insurance whilst on trips.
7. Public Liability insurance covering your actions whilst working for High Trails Ltd.

What we do not provide:

1. Any transport or expenses incurred in travelling to the initial interview.
2. Any transport in the UK (i.e. from your home to airport etc).
3. Any meals or other expenses whilst in transit in this country.
4. Passports, visas, inoculations.
5. Personal equipment: e.g. rucksack, sleeping bag, clothing, compass, boots, etc.
6. Restaurant meals other than as above.
7. Alcoholic drinks of any kind, in any situation.
8. Teas, coffees, snacks in restaurants, chalets, etc.
9. Laundry, personal phone calls, etc.

Also we provide a monthly wage paid in £ sterling into your bank account. The training wage and the first two weeks full wage will be retained and paid in full at the end of the season on completion of the full season.

The positions are offered as Fixed Term Overseas Contracts. As all duties are carried out outside the United Kingdom we are not required to deduct tax or National Insurance. Your own liability to pay these will depend on your own circumstances. It will be your own responsibility to meet any tax or National Insurance liability.

We hope that we are providing the sort of job you are looking for and we look forward to hearing from you.

Mark and Carey Faulkner  
High Trails Ltd