



Activity Leader

Candidate Information Pack

2019 Season

## A message from the Chief Executive

In October 2017 UKSA celebrated its 30<sup>th</sup> Anniversary. This provided a natural point to reflect on what we have achieved for 150,000 young people over the past generation, and what we intend to deliver in the future.

Over the course of 2017/18 we continued to deliver the seafaring programmes we do best. These programmes fall into two main areas:

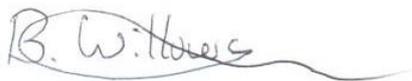
- **Sea. Change.** Our programmes provide young people with life skills by working with schools and youth agencies we engage thousands of children and young people in sailing and water sports every year. A common theme for many of these individuals is their low self-esteem, so we specifically focus on building skills like resilience, determination, self-belief and decision-making.
- **Sea. Careers.** We launch and develop careers in the maritime sector. UKSA is the world's largest provider of RYA qualifications and marine training, ranging from water sports instructor, through to training officers working on vessels up to 3,000 gross tonnes. We are proud of the large number of students (70% in 2017/18) who leave us to start their first jobs in the maritime industry and go onto a lifetime of opportunity.

Overall in 2017/18 UKSA provided financial assistance to over one third (38%) of students who benefitted from our programmes did so with financial help from UKSA or our supporters. This is a tremendous achievement, and one that we are proud to share.

In 2017/18 we completed a yachting review and are rationalising our yachting fleet by replacing the existing fleet which is ageing and has associated high maintenance cost with a reduced number of new yachts suitable to meet the demands of our enhanced yacht training programme.

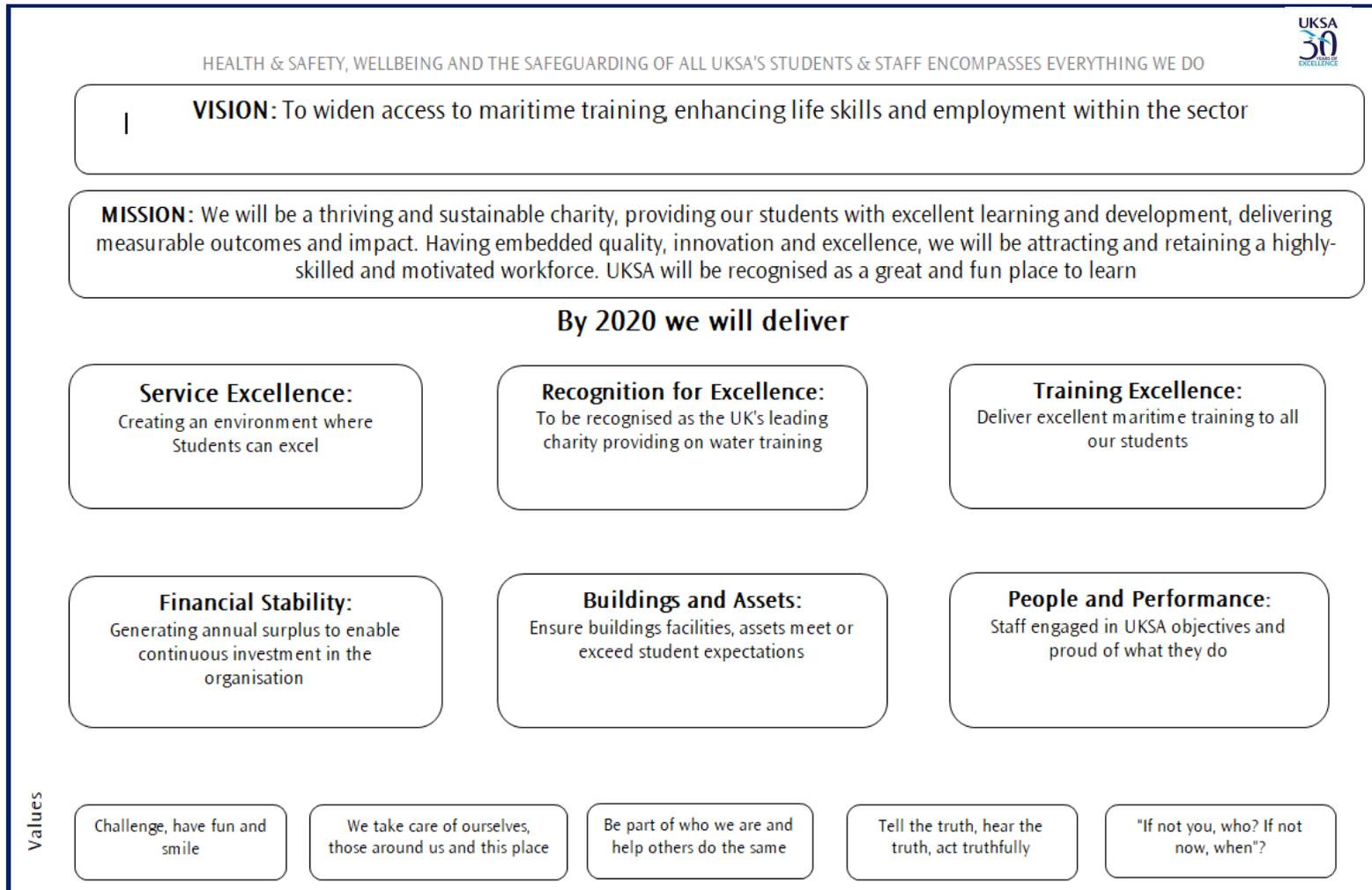
2017/18 also saw us plan for the next generation who will attend our Academy. We launched a new fundraising campaign to support our capital investment programme. Spearheaded by our Patron, Her Royal Highness the Princess Royal, many volunteers and philanthropists are coming together to help us fund this programme. Many of our buildings here at UKSA predate the founding of the charity in 1987, are tired and modern safeguarding practises preclude us from filling them to capacity. The capital investment programme is essential to meet our needs and allow more young people to benefit from our programmes.

We now look forward to some very exciting times ahead and welcome you on the journey with us!



**Ben Willows**  
Chief Executive

Below is a summary of our "All Aboard Strategy" which shows our Vision, Mission 6 key strategic priorities and objectives along with our organisational Values.



## About UKSA

We are a youth charity that uses the power of the sea to transform the lives of thousands of young people each year, from all around the UK. The charity was formed in 1987 by Noel and Sylvia Lister who wanted to educate and enrich the lives of young people, using their experience of the sea, including the infinite challenges and gifts it offers, and the power it holds to make change. Nearly thirty years on, this remarkable ethos remains at the heart of UKSA. Our activities fall into two areas:

### Sea.Change

We provide life-changing opportunities to schools and groups, disadvantaged and disaffected young people who are not in education, employment or training (NEETs) and young offenders. A common theme for many of these individuals is the low expectation they have of themselves and we challenge them to transform and to create opportunities for themselves.

### Sea.Careers

We are the world's largest provider of marine training, ranging from watersports instructor, through to training officers working on vessels up to 3,000 gross tonnes. This work cross-subsidises our 'Sea Change' activities.

We are proud of the large number of students who leave us to start their first jobs in the maritime industry, and go onto a lifetime of opportunity.

### Application process

Please complete the application form which is available on our [website](#) and email it to [recruitment@uksa.org](mailto:recruitment@uksa.org)

**Closing date:** 13<sup>th</sup> April 2019

**Date for interview/selection:** Flexible

Shortlisted applicants will be invited to:

- Attend an interview as part of the process.

<b>Job Description and Person Specification</b>	
<b>Job Title:</b>	Activities Leader
<b>Reporting to:</b>	Watersports Manager
<b>People/Team Management:</b>	N/A
<b>Band:</b>	B6
<b>Key Purpose:</b> <ul style="list-style-type: none"> <li>To provide exceptional standards of customer service to all UKSA clients</li> <li>To ensure the safety of students at all time</li> <li>To assist and support Watersports Instructors onshore</li> <li>To deliver onland activities which exceed the needs of the client</li> </ul>	
<b>The duties and responsibilities will include, but are not limited to:</b> <ul style="list-style-type: none"> <li>Providing a strong customer focus at all times.</li> <li>Ensuring the safety of everyone under your supervision.</li> <li>Assisting students / clients with their requirements, problems and difficulties</li> <li>Attending regular departmental and daily staff meetings</li> <li>Delivering a high quality of supervision to groups assigned to you.</li> <li>Delivering afternoon/evening activity sessions both onsite and offsite.</li> <li>Setting up / packing up group/student mealtimes</li> <li>Providing mealtime supervision for groups/students</li> <li>Helping to maintain a clean working centre.</li> <li>To support the Watersports Instructors with setting up / packing up sessions</li> <li>Assit with the day-to-day running of activites and student unsupervised times.</li> <li>Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA</li> </ul>	
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements.</li> </ul>	
<b>Individual/Team Performance and Development (if not managing staff)</b> <ul style="list-style-type: none"> <li>Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA</li> <li>Understand your objectives and how these fit in with individual, team and business performance</li> <li>Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager / mentor</li> </ul>	
<b>General</b> <ul style="list-style-type: none"> <li>Comply with and promote UKSA equality and diversity, data protection and health &amp; safety policies and procedures.</li> <li>Make a commitment to deliver excellent customer service.</li> </ul>	
<p>This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.</p>	

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>		<ul style="list-style-type: none"> <li>○ Completion or part completion of an outdoor activity leadership qualification</li> <li>○ Silver and Gold DofE completion candidates</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>○ Current Enhanced DBS check certificate</li> </ul>	<ul style="list-style-type: none"> <li>○ Full UK/EU driving licence</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>○ Experience in a childcare or sports/activity leadership setting</li> </ul>	<ul style="list-style-type: none"> <li>○ Scout leader</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>○ Ability to communicate well</li> <li>○ Ability to motivate</li> <li>○ Good team player</li> <li>○ Safety conscious</li> <li>○ Outgoing and fun</li> </ul>	<ul style="list-style-type: none"> <li>○ Some on/off water delivery experience</li> <li>○ Customer facing experience</li> <li>○ Entertainment industry experience</li> </ul>

This job description will be reviewed from time to time and may be updated as agreed

## Terms & Conditions – Activity Leader

<b>Salary</b>	National Minimum Wage for age  Payable on 28 <sup>th</sup> of each month
<b>Annual Leave</b>	20 days plus Bank Holidays  The leave year runs from 1 December to 30 November.
<b>Working Hours</b>	18 years or over: 28 hours per week over 6 days including evenings and weekends 16 – 18 years old: 28 hours per week over 5 days including evenings and weekends
<b>Location</b>	This role is based at UKSA, Arctic Road, Cowes.
<b>Pension</b>	National Employment Savings Trust Employer contribution of 1%
<b>Sickness</b>	In the first three months of employment you are entitled to Statutory Sick Pay only, thereafter UKSA will pay up to 6 casual or "waiting" days in any rolling calendar year.
<b>Notice Period</b>	During the probationary period notice will be 2 weeks and after that 4 weeks notice will be required.
<b>Probationary Period</b>	6 months
<b>Disclosure &amp; Barring Service Check</b>	Required – An valid and Enhanced DBS needs to be in place before starting work with UKSA