



Careers & Industry Recruitment Officer

Candidate Information Pack

February 2019

A message from the Chief Executive

Thank you for showing an interest in this position.

UKSA continues to deliver fantastic outcomes across our two key areas of work – Sea.Change and Sea.Careers.

In 2017/18 we will celebrate our 30th anniversary, having provided our services to over 100,000 people, see us further enhancing our financial sustainability, by ensuring our training revenues drive sufficient surplus into the charity thus enabling us to continue to invest in our transformational Sea.Change activities, but also look to the future.

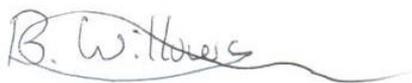
A new fundraising strategy has been developed to support our capital development plans. Some of this now relies on our key relationships with other charities who work with a similar demographic of young people. This partnership approach, which is favoured by funders, allows young people from these charities to visit UKSA for intensive programmes with the aim of helping them to break free from their existing lives and prepare them for other training and work. In addition we are actively seeking donations from individuals, Trusts and corporates who can help support our future sustainability. Since securing a grant for social investment in 2015/16, UKSA has been working towards becoming 'investment ready' for social finance which has allowed us to work with an external provider to build business plans to access social financing. This is integral to developing our capital plan as well as delivering more training to young people in need going forwards.

UKSA has recognised that in order for the charity to continue to develop and maintain its market position, investment is needed at its headquarters in Cowes. The accommodation is tired, inflexible and unsuitable. Creating a new flexible accommodation facility will enable an increase in capacity to maximise income and numbers of young people, and open up other income generating opportunities.

The necessary fundraising has commenced, with the aim to raise £3m to undertake the full refurbishment of the site. We intend to start building the new accommodation facility in the Autumn of 2018.

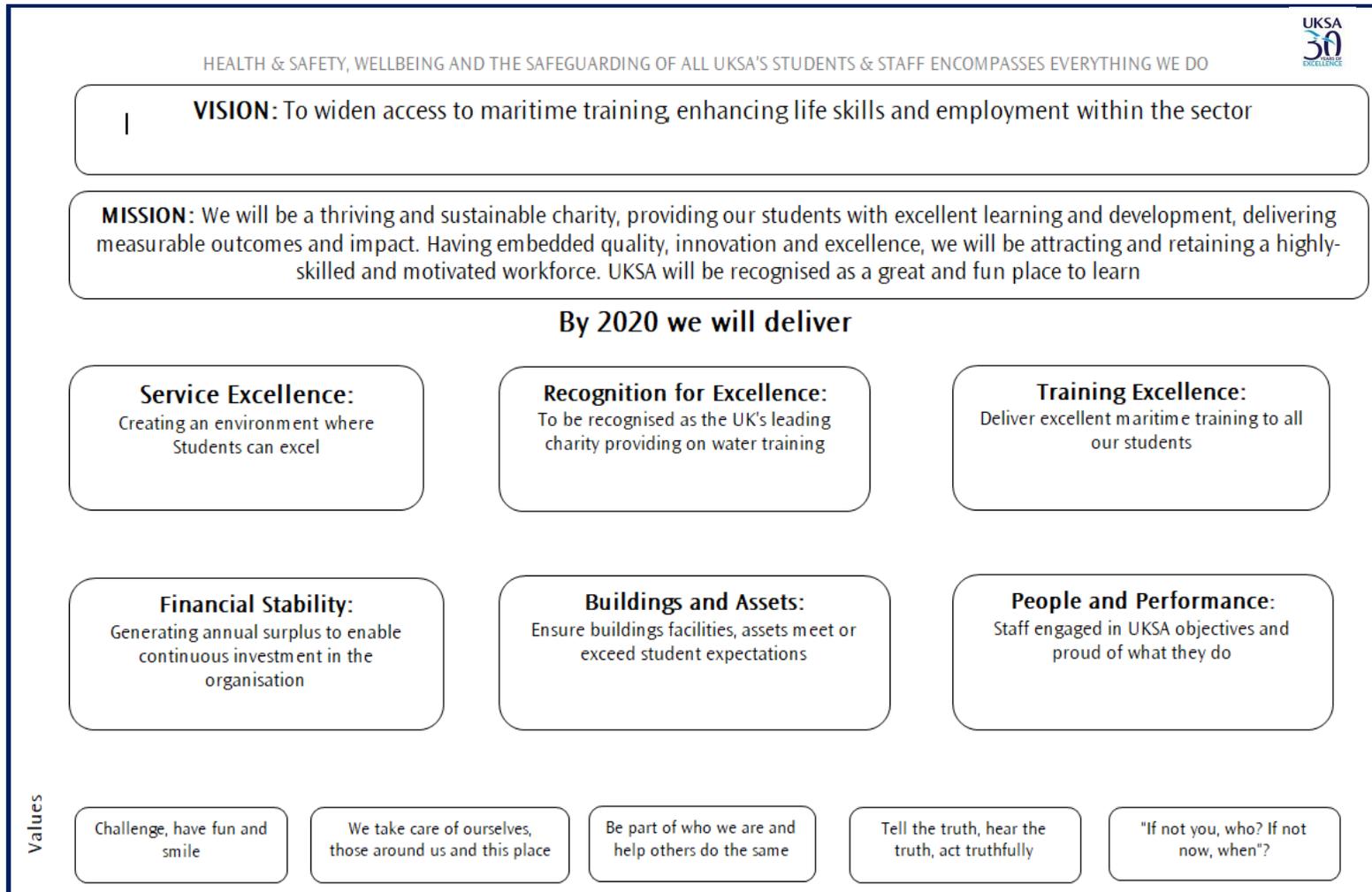
We have an exciting time ahead and we are looking for individuals who can be pro-active within a fast past and unique environment; who excel at being part of a team, thrive at solving problems and have a desire to be part of UKSA's future and in turn support young people who most need our help.

I look forward to your application.



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 the website and email it to

recruitment@uksa.org

Closing date: 9am Monday 4th March 2019

Date for interview/selection: Tuesday 12th March 2019

Shortlisted applicants will be invited to:

- Attend an interview as part of the process.
- Make a presentation
- Have a short tour of the UKSA site

Job Description	
Job Title:	Careers & Industry Recruitment Officer
Reporting to:	Course Manager
People/Team Management:	N/A
Band:	B4
Key Purpose:	
<ul style="list-style-type: none"> • To Support Careers students in gaining employment • To maintain existing, and proactively develop new industry relationships to ensure there are sufficient job and work experience opportunities for students and with a range of destinations • To provide support to UKSA students preparing them for employment in the maritime industry • To develop & maintain an extensive current knowledge of the Industry market across all sectors 	
Recruitment:	
<ul style="list-style-type: none"> • Maintain an extensive knowledge of markets, their products and conditions • Maintain the UKSA careers website database and jobs list • Promote job opportunities to Careers Students and Alumni • Promote Students to employers, Crew Agents and Recruiters • Organise careers days and interviews for all careers students • Mentor students on career choices, on CVs, interviews and careers skills. • Maintain relationships with Alumni to track their destination data. 	
Careers & Industry Knowledge Delivery – as required:	
<ul style="list-style-type: none"> • Assist with the delivery of Industry Guidance and Industry Knowledge sessions in a co-ordinated fashion to all UKSA students on professional courses • Assist with the arrangements for hosting a regular program of industry evening lectures • Produce Schemes of work, session plans and resources for all assigned courses • Participate in the continuous professional development teaching observation programme as necessary. 	
Student Support & Development:	
<ul style="list-style-type: none"> • Provide CV and job application advice and tutorials to students as required • To provide student support tutorials as required • To document support and tutorials appropriately • To attend and contribute to student review meetings • To maintain a dialogue and co-ordinated approach to student support and development with the yachting Performance Mentors and the Delivery team • Follow UKSA behavioural and safeguarding policies and procedures. 	
Administration and Monitoring:	
<ul style="list-style-type: none"> • Co-ordinate the changes to career programs with the Student Support and Services administrators and communicate with students • Monitor and maintain relevant statistics • Provide relevant student support administration 	
Promotion:	
<ul style="list-style-type: none"> • Participate in Open Days and events as required in order to meet potential clients and beneficiaries 	
Customer Focus:	
<ul style="list-style-type: none"> • Assisting the Course Manager with the delivery of UKSA course inductions • Respond to customer enquiries • Manage customer queries/concerns regarding course progression 	

People/Team Management/Leadership

- Deliver excellent customer service standards by understanding and responding to our customers' changing needs
- to ensure appropriate knowledge, skill, experience and qualifications are in place to meet performance expectations
- Prepare for and take full part in 1-1 reviews with manager
- Maintain sufficient staff cover to ensure business continuity.
- Lead by example to promote adherence to all policies and procedures and upholding the Vision, Purpose and Values of UKSA
- Co-operate with employers and co-workers to help everyone meet their legal requirements.
- Assist in training new staff in the Industry Guidance department.

Health and Safety and Safeguarding

- 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 shared legal requirements
- Work with our safeguarding policy to ensure all staff, students and visitors are kept safe and supported
- Operate on a daily basis which demonstrates a duty of care of your own health and safety and that of others who may be affected by your actions at work

General

- Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures.
- Make a commitment to deliver excellent customer service.

This Job Description 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.

Person Specification		
	Essential	Desirable
Knowledge:	<ul style="list-style-type: none"> ○ Maritime industry knowledge ○ Recruitment experience 	<ul style="list-style-type: none"> ○ Salesforce CRM ○ Click tools ○ Data Analysis
Qualifications:		<ul style="list-style-type: none"> ○ Relevant business/administration diploma/qualifications (NQF level 3-4 or equivalent an advantage) ○ Maritime qualifications ○ Degree educated or comparable experience
Experience:	<ul style="list-style-type: none"> ○ At Least 2 years in an administration role. ○ 3 years Superyacht or Maritime industry experience ○ 	<ul style="list-style-type: none"> ○ Working knowledge of CRM/data management systems for data integrity, interrogation and reporting.
Skills:	<ul style="list-style-type: none"> ○ Research skills ○ Data Analysis. ○ Report writing. ○ Excellent written literacy and numeracy with a high level of attention to detail and accuracy. ○ Strong word processing and administration skills. ○ IT literate with a good knowledge Salesforce, Click Tools, Microsoft Excel and other Office software. 	<ul style="list-style-type: none"> ○ Budgetary Management. ○ Networking and relationship management skills ○ Presentation skills ○ Personal support & people development skills
Personal Attributes:		
<ul style="list-style-type: none"> ○ Proactive, solution focussed, independent working towards shared goals ○ Highly organised with strong motivation to deliver to the highest standards ○ Excellent verbal communication skills with the confidence to engage at all levels in the organisation ○ A desire to be part of a close team and sharing the goals; pro-actively supportive to colleagues to achieve a high standard of departmental performance ○ Ability to work collaboratively, and cross-functionally ○ Strong customer focus and desire to deliver the best outcomes for beneficiaries 		

Careers & Industry Recruitment Officer - Key terms and conditions

Salary	£20,000 per annum Payable on 28 th of each month
Tenure	Permanent
Annual Leave	25 days plus Bank Holidays The leave year runs from 1 December to 30 November
Working Hours	40 hours per week Flexibility in your hours will be required to include weekends, public holidays and evenings as the needs of the business dictate.
Location	This role is based at UKSA, Arctic Road, Cowes.
Pension	National Employment Savings Trust Employer contribution of 3%
Sickness	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.
Notice Period	During the probationary period notice will be 1 week and after that 4 weeks after 6 month's continuous employment is required.
Probationary Period	6 months
Disclosure and Barring Service check	Required – An valid and Enhanced DBS needs to be in place before starting work with UKSA

