



Chef

Candidate Information Pack

February 2019

A message from the Chief Executive

Thank you for showing an interest in this position.

We are a thriving charity that exists to widen access to maritime training, enhancing life skills and employment within the sector. As the world's largest provider of maritime training ranging from watersports experiences, instructor training to superyacht officers we believe that the opportunity to have a life changing experience on the water and a maritime career should be accessible to all. We are celebrating our 30th anniversary, having provided our services to over 150,000 people.

We deliver to thousands of young people each year from aged 6 upwards through our work with schools and groups; using the power of the sea to inspire and enrich their lives. At UKSA everyone learns together, a mix which creates its own special environment. We recognise no barriers in the backgrounds of our students and we welcome and provide an opportunity for all

We are perfectly positioned to support our students through an extensive range of programmes. We achieve this through the mix of funding we are able to attract; charitable donations, contracts with education and youth development funders, fee-paying and we do this all with our students development and social impact at our heart. This unique mix is what differentiates us from purely commercial training providers.

We work every day to ensure UKSA remains as the centre of maritime excellence; a flagship institution, where no one is left behind

As CEO I am focussed on UKSA's future. A new organisational strategy has been developed and we aiming to grow our student volumes and in the next five years alone we will train 50,000 more people. To support them we will launch new programmes that allow young people to take advantage of career opportunities in the growing yachting and marine industry. We will also upgrade our facility in Cowes, building a world-renowned Centre for Maritime Training, fit to train the next generation of students.

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 way that UKSA's site is currently configured means there is a ceiling on the number of young people who can benefit from our programmes. Over the coming three years our large dormitory blocks will be replaced by modern, modular accommodation. This multimillion pound project will give us the flexibility to host more groups simultaneously, improving life-skills and offering career pathways to thousands more young people.

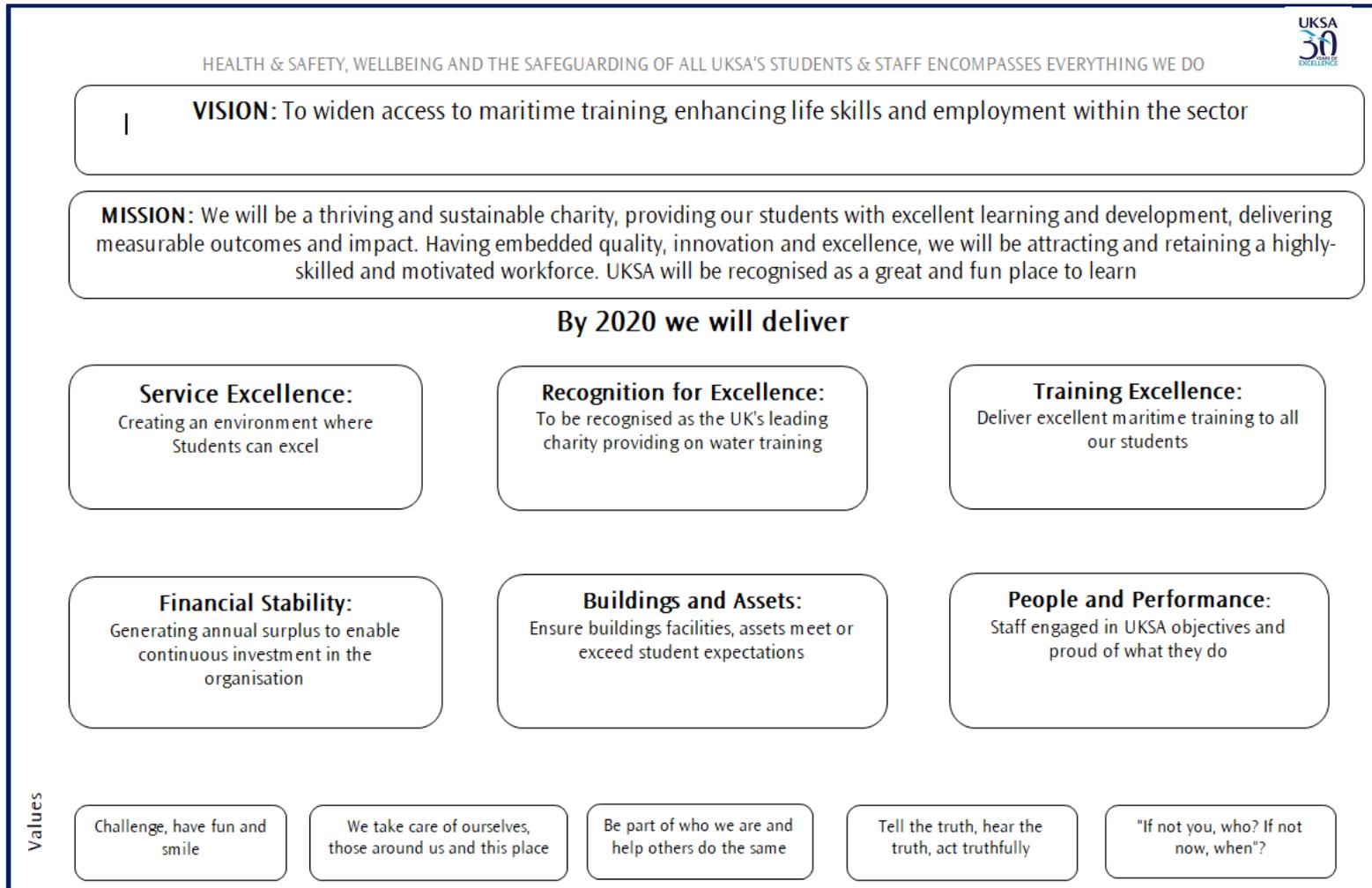
We have an exciting time ahead and we are looking for an individual who can be pro-active within a fast changing and unique environment; who will lead our sales and marketing functions, play a key role in shaping the future of the organisation and meetings our strategic objectives and ensuring that we are able to meet our student and beneficiary targets supporting more young people with personal development and gaining employment.

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: 26th March 2019

Interviews: Flexible

Start date: ASAP

Shortlisted applicants will be invited to:

- Attend an interview as part of the process.
- View the Kitchen and working area

| Job Description and Person Specification | |
|---|---------------------------|
| Job Title: | Chef |
| Reporting to: | Catering & Events Manager |
| People/Team Management: | N/A |
| Band: | B6 |
| Key Purpose: <ul style="list-style-type: none"> • Working with the team to prepare and cook tasty, healthy food to our customers as directed • To follow and adhere to all Health and Safety and Food Hygiene requirements according to UKSA policy • Promote a positive perception of the company at all times both internally & externally | |
| The duties and responsibilities will include, but are not limited to: <ul style="list-style-type: none"> • Working in all areas of the kitchen including the preparation and cooking food • Ensuring excellent food hygiene practices at all times. • Ensuring health and safety practices are adhered to • Completing cleaning schedule and any relevant kitchen equipment as required for each shift worked • Stock reporting and rotation. • Preparation of meals; filling sandwiches and baguettes as required • Working within budgetary controls • Meeting deadlines to ensure an efficient operation. • Ensuring good working practice at all times. • Presenting food and serving meals to our customers • Delivering a high level of customer service to our customers including UKSA staff • To support the Catering and Events Manager with any other tasks required including Corporate Events | |
| Financial & Performance Management <ul style="list-style-type: none"> • Ensure the delivery of effective performance management, financial control and budget management for areas of responsibility. • Support the preparation of annual budgets for income, expenditure, staffing and capital. | |
| Health & Safety <ul style="list-style-type: none"> • 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. | |
| Individual/Team Performance and Development <ul style="list-style-type: none"> • Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA • Understand your objectives and how these fit in with individual, team and business performance • Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager | |
| General <ul style="list-style-type: none"> • Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures. • Make a commitment to deliver excellent customer service. | |
| <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 |
| Knowledge: | <ul style="list-style-type: none"> • Knowledge of culinary arts • Kitchen safety, food handling and sanitation standards | <ul style="list-style-type: none"> • Catering for Volume • Up to date with industry trends and creative menu planning |
| Qualifications: | <ul style="list-style-type: none"> • Current Food Hygiene Certificate | <ul style="list-style-type: none"> • NVQ Level 2 Catering & Hospitality or Equivalent |
| Experience: | <ul style="list-style-type: none"> • 3+ years General Kitchen Experience • Ordering and stock taking, liaising with suppliers • Budget monitoring | <ul style="list-style-type: none"> • Charitable sector experience • Supervisory experience |
| Skills: | <ul style="list-style-type: none"> • Able to learn and continually improve • Resourceful and with good initiative • Exceptional customer service skills • Able to work independently and as part of a team • Able to work quickly and accurately in a fast paced environment without compromising quality standards • Strong organisation and communications skills • Reliable, honest and trustworthy • Able to work to a flexible and with excellent punctuality | <ul style="list-style-type: none"> • Supervisory skills e.g. delegation, decision making, listening and motivation skills |

Chef - Key Terms and Conditions

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| Salary | £8.50 per hour Payable on 28 th of each month |
| 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 1% |
| Sickness | In the first three months of employment you are entitled to Statutory Sick Pay only and thereafter in accordance with UKSA Policy. |
| Notice Period | Probation period of 6 months. During the probationary period notice will be 1 week and after that 1 months' notice will be required. |
| Disclosure and Barring Service check | An appropriate level of DBS clearance will be applicable |

