



Mate / Cruising Instructor
Candidate Information Pack

April 2019

A message from the Chief Executive

Thank you for showing an interest in this position.

"Investing in the lives of young people" is at the centre of all UKSA do.

We're a unique national charity – the only place where a 6-year-old from an inner city school can have their first experience away from home and on the water through to young people on full time education courses, training Professional Watersports Instructors, Yacht Masters right the way up to officers and captains of vessels and super yachts up to 3000 tonnes – we are the largest RYA centre in the world.

Here at UKSA we believe in the power of the sea to transform the lives of thousands of young people each year, from all around the UK. Founded over 30 years ago by philanthropist and entrepreneur, Noel Lister and his wife Sylvia, over 150,000 people have benefited from our training and watersports programmes.

Over the last 3 years we have further enhanced 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.

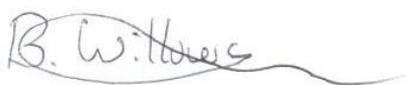
A new fundraising strategy has been developed to support our capital development plans. Some of this now relies on our key relationships with other charities who work with a similar demographic of young people. This partnership approach, which is favoured by funders, allows young people from these charities 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.

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. 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 2020.

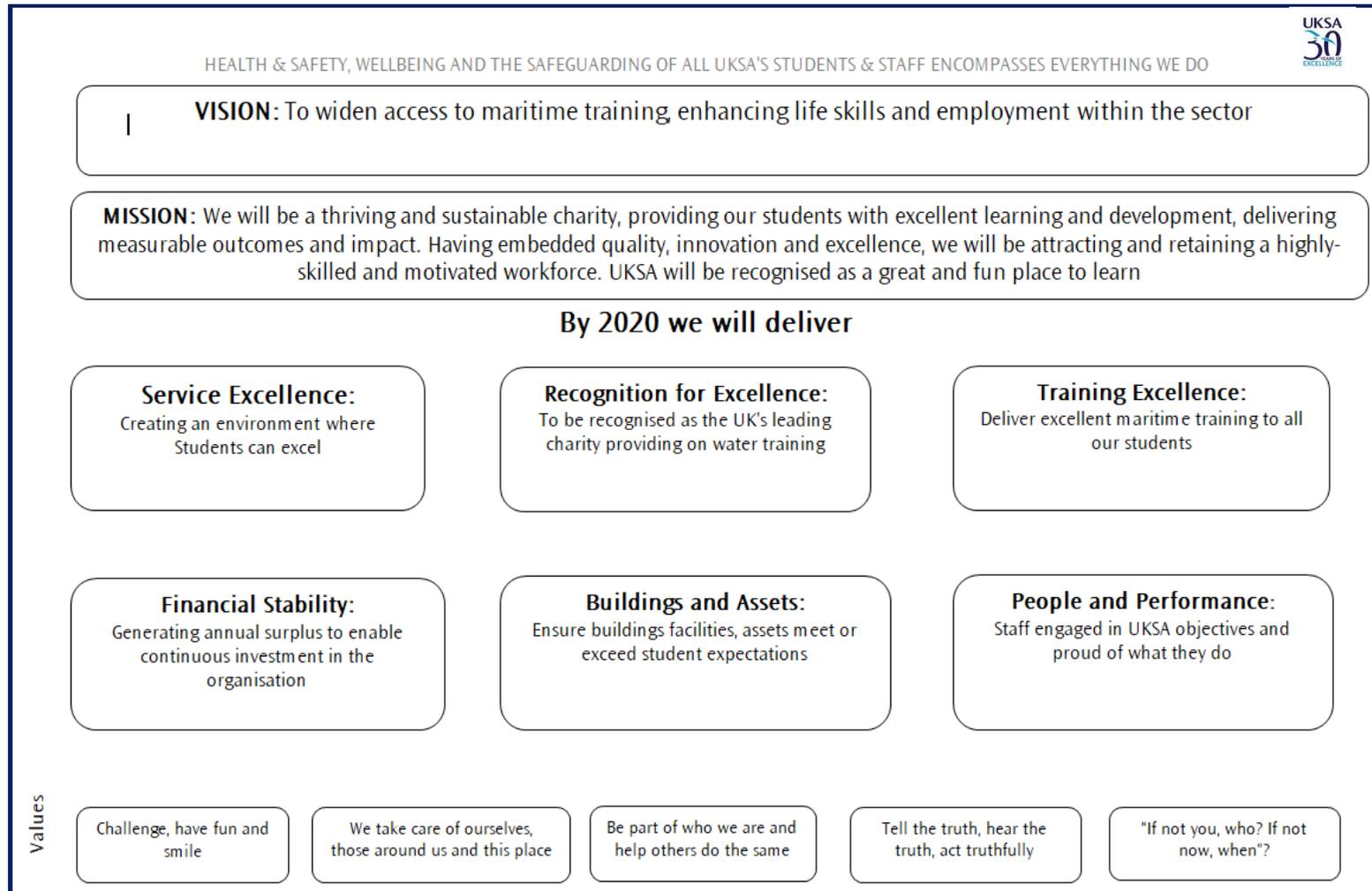
We have an exciting time ahead and we are looking for individuals who can be pro-active within a fast past and unique environment; who excel at being part of a team, thrive at solving problems and have a desire to be part of UKSA's future and in turn support young people who most need our help.

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.

Application Process

Please complete the application form which is available on the website and email it to recruitment@uksa.org

Closing Date: Monday 22nd April 2019

Interview: Monday 29th and Tuesday 30th April 2019

Shortlisted applicants will be invited to:

- Attend a panel interview as part of the process
- Complete an on the water assessment

Job Description and Person Specification	
Job Title:	Mate Cruising Instructor
Reporting to:	Yachting Manager
People/Team Management:	N/A
Band:	B5
Key Purpose:	
<ul style="list-style-type: none"> To deliver a high standard of sailing and seamanship tuition to yachting students both ashore and afloat. To ensure the safe running of the boat at sea in accordance with RYA and MCA regulations, sea phase training directive, UKSA operating procedures and the law. To carry out daily boat maintenance in collaboration with the Maintenance department and the Yachting Manager. 	
Instructing and Teaching:	
<ul style="list-style-type: none"> Teaching UKSA courses, afloat and ashore, under your professional qualifications and adhering to industry best practice Ensuring acceptable instructional standards are adhered to at all times Assisting skippers and all instructional staff for Farr 65 sea phases 	
Customer Focus:	
<ul style="list-style-type: none"> Follow up and ensure any customer related issues or problems are dealt with and the yachting office staff are aware of any further action required 	
Standard Operating Procedures & Administration:	
<ul style="list-style-type: none"> Taking an active role in managing the boat folders 	
Health & Safety and safeguarding	
<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. Work with our safe gaurding policy to ensure all staff, students and visitors are kept safe and supported. Operate on a daily basis which demonstrates a duty to take care of your own health and safety and that of others who may be affected by your actions at work. Co-operate with employers and co-workers to help everyone meet their legal requirements. 	
Team Performance	
<ul style="list-style-type: none"> Prepare for and take full part in 1-1 reviews with manager Ensure adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA 	
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 RYA training schemes 	<ul style="list-style-type: none"> • Good level of IT skills
Qualifications:	<ul style="list-style-type: none"> • RYA Yacht Master commercially endorsed 	<ul style="list-style-type: none"> • Cruising Instructor
Experience:	<ul style="list-style-type: none"> • Proven ability to deliver sailing tuition to a wide range of customers 	
Skills:	<ul style="list-style-type: none"> • Highly organised and able to deliver to deadlines • Self-starter with good communication skills • Excellent interpersonal and team skills • Strong desire to deliver excellent customer service 	



Mate / Cruising Instructor – Key Terms and Conditions

Salary	£22,000 Payable on 28 th of each month
Tenure	Full time, permanent
Annual leave	25 days plus Bank Holidays and seafarer's holiday allowance for sea time. The leave year runs from 1 December to 30 November.
Working Hours	40 hours per week Some flexibility in your hours will be required to include weekends, public holidays, open days 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	A valid and enhanced DBS is essential.

