



**Yacht Master 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.

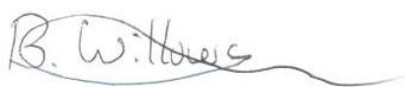
A new fundraising strategy has been developed to support our capital development plans. Some of this now relies on our key relationships with other charities who work with a similar demographic of young people. This partnership approach, which is favoured by funders, allows young people from these charities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

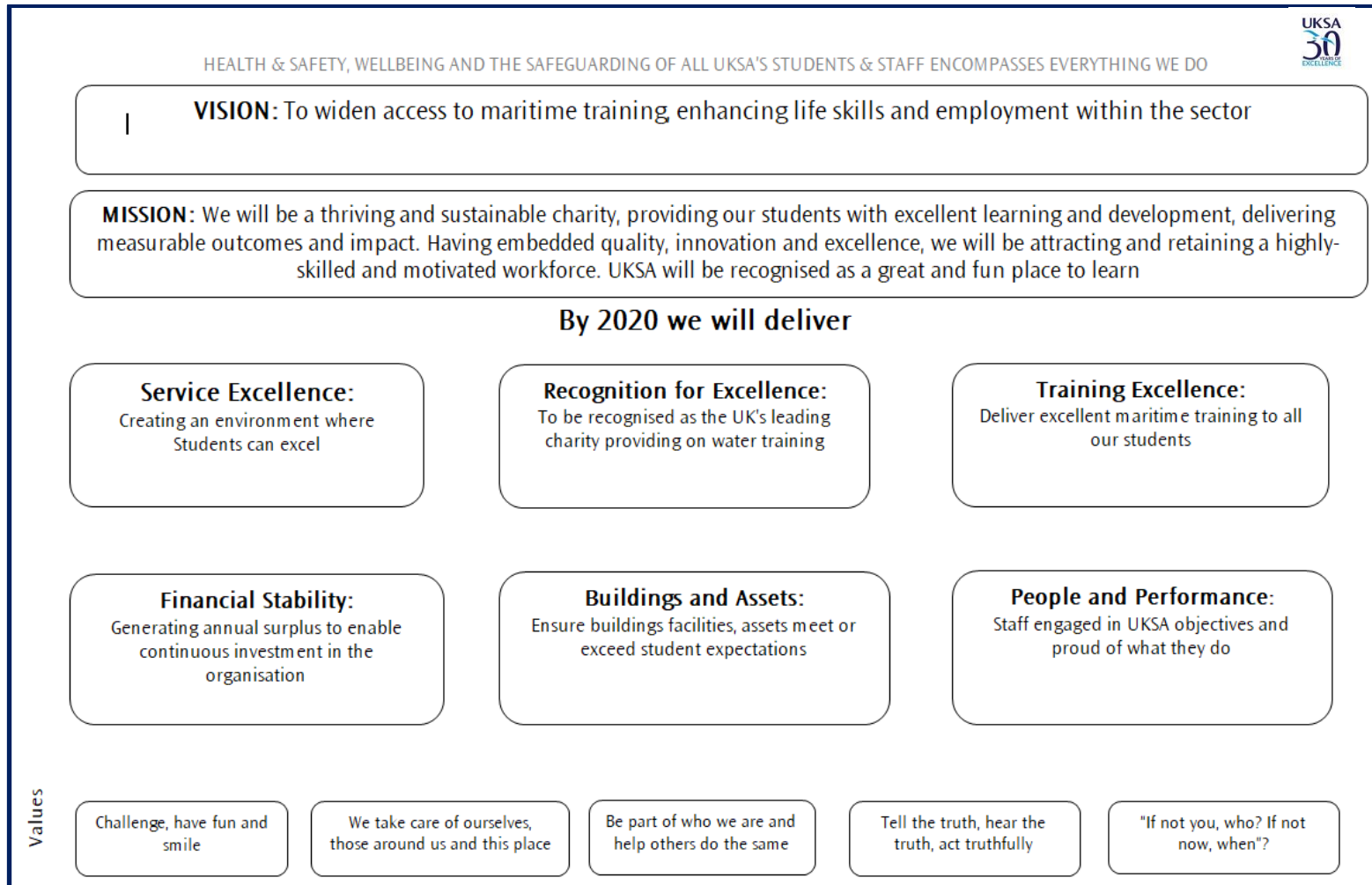
We have an exciting time ahead and we are looking for individuals who can be pro-active within a fast past and unique environment; who excel at being part of a team, thrive at solving problems and have a desire to be part of UKSA's future and in turn support young people who most need our help.

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](mailto:recruitment@uksa.org)

**Closing Date: Monday 22<sup>nd</sup> April 2019**

**Interviews: Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> April 2019**

Shortlisted applicants will be invited to:

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

<b>Job Description and Person Specification</b>	
<b>Job Title:</b>	Yachting Instructor
<b>Reporting to:</b>	Yachting Manager
<b>People/Team Management:</b>	N/A
<b>Band:</b>	Band 4
<p><b>Key Purpose:</b></p> <ul style="list-style-type: none"> <li>• Delivering inspiring training both afloat and ashore to meet required outcomes</li> <li>• To ensure the safe running of the boat at sea in accordance with RYA and MCA regulations, UKSA operating procedures and the law.</li> <li>• To participate, as required, in the UKSA training programme to develop cross-functional skills and gain qualifications in other disciplines; instructing in all training disciplines as the needs of the organisation dictate</li> </ul>	
<p><b>Instructing</b></p> <ul style="list-style-type: none"> <li>• Deliver a high standard of instruction and coaching to yachting students both ashore and afloat.</li> <li>• Deliver UKSA training to the desired outcomes</li> <li>• Engage with the UKSA student mentoring process</li> <li>• Complete all training records as required</li> </ul>	
<p><b>Training Course Development</b></p> <ul style="list-style-type: none"> <li>• Development, updating and production of course materials, working alongside the Course programmer and Yachting Manager.</li> </ul>	
<p><b>Customer focus</b></p> <ul style="list-style-type: none"> <li>• Complete all set tasks and duties, ensuring they are delivered within the allocated resources, and providing a strong customer focus at all times.</li> </ul>	
<p><b>Health and Safety and Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Work in a way that demonstrates a duty to take care of your own health and safety and that of others who may be affected by your actions.</li> <li>• Ensure the safe running of all vessels at sea in accordance with RYA and MCA regulations, UKSA operating procedures and the law</li> <li>• Co-operate with employers and co-workers to help everyone meet their legal requirements.</li> <li>• Ensuring operational safeguarding policies and practices are followed &amp; safeguarding is actively promoted throughout the organization, at all times</li> </ul>	

**Individual/Team Performance and Development**

- 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**

- Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures.
- Make a commitment to deliver excellent customer service.
- Lead by example to promote adherence to all policies and procedures and upholding the Vision, Purpose and Values of UKSA

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.

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• RYA and MCA training schemes</li> <li>• Capable of teaching/delivering the majority of the RYA syllabus</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of yacht operations and maintenance</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• RYA Yacht Master Instructor</li> <li>• Valid commercial endorsement</li> </ul>	<ul style="list-style-type: none"> <li>• RYA Yacht Master Ocean</li> <li>• RYA Yacht Master Examiner</li> <li>• RYA Diesel Engine Maintenance Instructor</li> <li>• RYA Radar Instructor</li> <li>• RYA SRC Instructor</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years Yachting Industry experience</li> <li>• Coaching and mentoring experience in relation to students and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable commitment to ongoing personal and professional development</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• IT literate</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to motivate, inspire and educate students and colleagues</li> <li>• Ability to command a high level of coaching and mentoring</li> <li>• Leadership and management qualities</li> </ul>	<ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Proven ability to prioritise tasks</li> </ul>

## Yachting Instructor – Key Terms and Conditions

<b>Salary</b>	£25,000 Payable on 28 <sup>th</sup> of each month
<b>Tenure</b>	Full time, permanent
<b>Annual leave</b>	25 days plus Bank Holidays and seafarer's holiday allowance for sea time. The leave year runs from 1 December to 30 November
<b>Working Hours</b>	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
<b>Location</b>	This role is based at UKSA, Arctic Road, Cowes
<b>Pension</b>	National Employment Savings Trust Employer contribution of 3%
<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 1 week and after that 4 weeks after 6 month's continuous employment is required
<b>Probationary period</b>	6 months
<b>Disclosure and Barring Service Check</b>	A valid and enhanced DBS is essential



