



# Watersports Senior Instructor FTC

Candidate Information Pack

August 2021

## A message from our Chief Executive

Thank you for showing an interest in this position with us.

UKSA inspires and supports children & young people to broaden their horizons through our life enhancing water-based adventures, education and training for careers at sea.

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 so far.

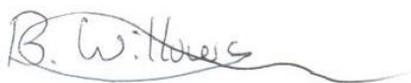
We believe all young people have a need but there are those that require greater support. Living through this period of austerity now, more than ever, the impact of COVID-19 has hit the schools and young people in the most disadvantaged areas the hardest. We know that many children and young people are missing out on life-changing opportunities because schools, local authorities and parents simply can't afford to pay for them. The fragility of these young peoples' mental health is exacerbated by a reliance on isolating social media 'screen time'. Our outdoor learning programmes on the water are the antithesis to this.

In conjunction, we know that a career at sea can provide a life of adventure for those who are inspired to follow this path. We support all students with an aspiration for a long-term career in Maritime. Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want them to achieve their best and gain life-changing experiences, qualifications and careers.

2020 has been an unexpected challenge for all but we enter 2021 with renewed optimism for the future. We will start the construction of a new 136 bed accommodation on site in Cowes, having raised £3.8m from donations to fund the project. With the news of the COVID vaccine being rolled out across the UK, we are eagerly awaiting the arrival once again of children and our students back to their programmes and courses. Our new strategy (summarised below) is centred on extending our reach to more children and young people with the aim of helping them break free from their existing lives, the new 'normal' that COVID-19 has created and continue to prepare them for training and work.

We have an exciting time ahead. Adapting to COVID-19 has been a challenge, but one that UKSA has met due to our amazing staff base.

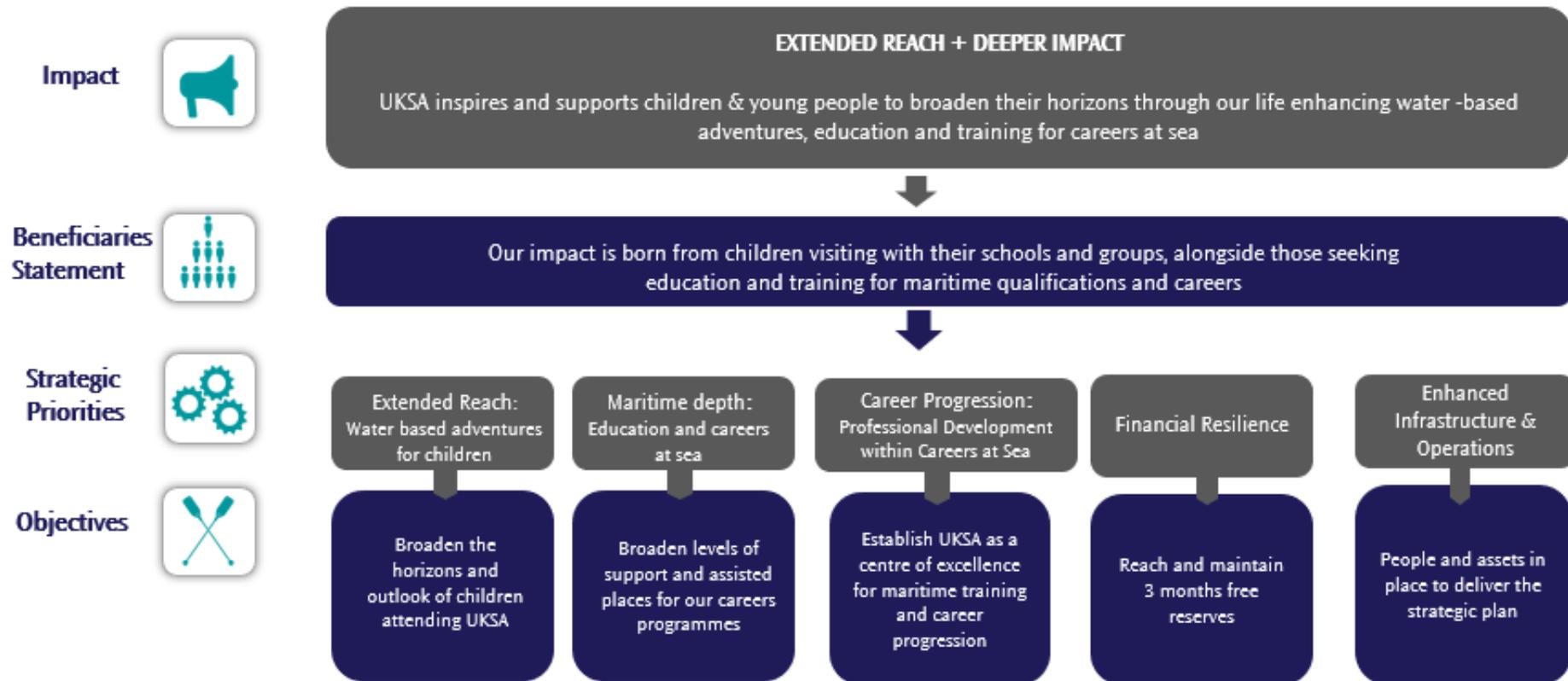
If you have any questions, then please do not hesitate to contact me and I look forward to your application.

A handwritten signature in blue ink that reads "B. Willows". The signature is written in a cursive style and is underlined with a wavy line.

**Ben Willows**  
Chief Executive

Below is a summary of our "Extended Reach" Strategy:

# IMPACT LED STRATEGIC APPROACH



## About Us

For over 30 years we have been helping children take their first steps on the water, launching careers, pushing personal training development with world-class training and offering transformational opportunities as a leading youth charity.

We provide adventures for 8,000 children and train over 1,500 professional career students to work within the growing global maritime sector each year. We support our students to believe in themselves by providing a hand up not a handout. Our professional education, mentoring and training pathways create exciting long-term maritime career opportunities empowering our students to succeed for themselves, their communities and society.

Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want them to achieve their best and gain life-changing experiences, qualifications and careers.

In 2019 /20 we welcomed over 8,000 children and their leaders from 130 schools and groups across the UK. Our water-based programmes are designed to increase children's life and leadership skills, build confidence and encourage teamwork with their peers. For many, UKSA is their first experience of the sea and being away from home.

Our world-class professional training and further education courses provide an alternative to university, we provide vocational training and qualifications to gain a career in the Maritime industry. We are also widely recognised throughout the world for our MCA and RYA training courses and are one of the world's top providers of MCA yachting certificates.

As a charity, we do much more than deliver training and certification. We also offer a range of development programmes that help transform the lives of those from the most deprived areas of the UK.

If we sound like the place you want to be, and you are ready to make a difference, check out our application process below.

## 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:** 6<sup>th</sup> September 2021

**Interview Date:** TBC

Shortlisted applicants will be invited to:

- Attend an interview
- Sailing Assessment and Presentation

## Job Description:

| Job Description and Person Specification  |                                  |
|---|----------------------------------|
| <b>Job Title:</b>   | Senior Watersports Instructor    |
| <b>Reporting to:</b>  | Watersports Manager              |
| <b>People/Team Management:</b>  | Seasonal Watersports Instructors |
| <b>Band:</b>  | B5                               |
| <b>Key Purpose:</b> <ul style="list-style-type: none"> <li>To provide exceptional standards of delivery afloat &amp; ashore to all UKSA clients</li> <li>To ensure the safety of students at all times</li> <li>To comply with UKSA Standard Operating Procedures, governing bodies and the law</li> <li>As Senior Instructor to lead, coach and mentor Seasonal Watersports Instructors.</li> </ul>  |                                  |
| <b>The duties and responsibilities will include, but are not limited to:</b> <ul style="list-style-type: none"> <li>To perform the role of Senior Instructor afloat, day and evening instructor in charge when scheduled</li> <li>Providing a strong customer focus at all times.</li> <li>Ensuring the safety of everyone under your supervision.</li> <li>Attending staff meetings, with all relevant information for your full days sessions wrote down with session plans.</li> <li>Delivering a high quality of supervision / education to groups assigned to you.</li> <li>Delivering evening activity sessions.</li> <li>Helping to maintain a clean working centre including classrooms aswell as the entire fleet.</li> <li>Helping to develop the centre with new ideas and improvements to current courses and operational systems.</li> <li>Attending UKSA open days when required.</li> <li>To support the Management Training staff with any other tasks required.</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</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</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

| Person Specification   |   |  |
|------------------------|---|--|
|                        | Essential   | Desirable  |
| <b>Knowledge:</b>      | <ul style="list-style-type: none"> <li>○ Understanding of and commitment to Safeguarding and Health and Safety</li> <li>○ Awareness of wider industry operation and influences</li> </ul>   | <ul style="list-style-type: none"> <li>○ Rota management</li> </ul>  |
| <b>Qualifications:</b> | <ul style="list-style-type: none"> <li>○ RYA Senior Dinghy Instructor or Senior Windsurf Instructor</li> <li>○ Keelboat and Multihull Endorsement</li> <li>○ Powerboat instructor</li> <li>○ First Aid qualification (in date)</li> <li>○ Full clean driving licence</li> <li>○ RYA Safe and Fun</li> <li>○ Current, valid Enhanced DBS certificate</li> </ul>  | <ul style="list-style-type: none"> <li>○ UKCC / BCU Kayak Level 1 Coach</li> <li>○ SUP Coach Level 1 or Instructor</li> <li>○ RYA Racing Instructor</li> <li>○ Safeguarding Level 2</li> </ul>   |
| <b>Experience:</b>     | <ul style="list-style-type: none"> <li>○ Relevant group leading and coaching experience</li> <li>○ Staff coaching, mentoring and training (CPD)</li> <li>○ Working as a senior instructor at a multi activity centre</li> </ul>   | <ul style="list-style-type: none"> <li>○ Relevant teaching experience</li> <li>○ Staff supervision and management (performance, attendance, conduct etc)</li> <li>○ Experience in team building games &amp; other land based activities such as orienteering, Soft Archery Etc.</li> </ul> |
| <b>Skills:</b>         | <ul style="list-style-type: none"> <li>○ Teaching, leading and coaching skills</li> <li>○ Strong communication at all levels</li> <li>○ Ability to motivate and inspire</li> <li>○ Strong team player and team leadership</li> <li>○ High professionalism and personal integrity, as a positive role model</li> <li>○ Work well under pressure and with the ability and flexibility to deal with short notice changes.</li> </ul> | <ul style="list-style-type: none"> <li>○ Use of Microsoft Office – Word, Excel, Powerpoint and Outlook</li> <li>○ Coordination of Social Media communications</li> </ul>   |

## Key Terms and Conditions

|   |   |
|---|---|
| <b>Salary</b>                               | £19,000 pro rata<br><br>Payable on 28 <sup>th</sup> of each month   |
| <b>Annual Leave</b>                         | 28 days inclusive of Bank Holidays<br><br>The leave year runs from 1 December to 30 November  |
| <b>Working Hours</b>                        | 40 hours per week over 5 days<br><br>Flexibility in your hours will be required to include weekends, public holidays, and evenings as the needs of the business dictate |
| <b>Location</b>                             | You will be based onsite<br><br>UKSA<br>Arctic Road<br>Cowes<br>Isle of Wight<br>PO31 7PQ   |
| <b>Pension</b>                              | National Employment Savings Trust<br>Employee contribution of 5%<br>Employer contribution of 3%   |
| <b>Sickness</b>                             | In the first three months of employment you are entitled to Statutory Sick Pay only and thereafter in accordance with UKSA Policy                                       |
| <b>Notice Period</b>                        | Probation period of 6 months<br><br>During the probationary period notice will be 1 month and after that 3 months' notice will be required                              |
| <b>Disclosure and Barring Service check</b> | Enhanced DBS disclosure will be applicable  |

