



# Senior MCA Instructor

## Candidate Information Pack

December 2022

## A message from our Chief Executive

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

UKSA is a maritime youth charity and world-renowned training centre of excellence. We inspire and support children and young people to broaden their horizons through inspirational water-based adventures, education and training for careers at sea.

People are important to us, and we wouldn't be able to do this without our amazing team of staff. At UKSA we are a community, and our people are our greatest asset. We recognise and celebrate high performance, those who go the extra mile and those who live our core values.

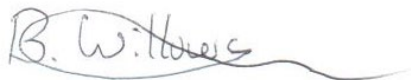
Founded nearly 35 years ago by philanthropist and entrepreneur, Noel Lister, and his wife Sylvia, over 150,000 people have benefited from our training and watersports programmes so far.

We believe all young people have a need but there are those that require greater support. 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.

Our strategy is centred on extending our reach to more children and young people with the aim of helping them break free from their existing lives and prepare them for training and work.

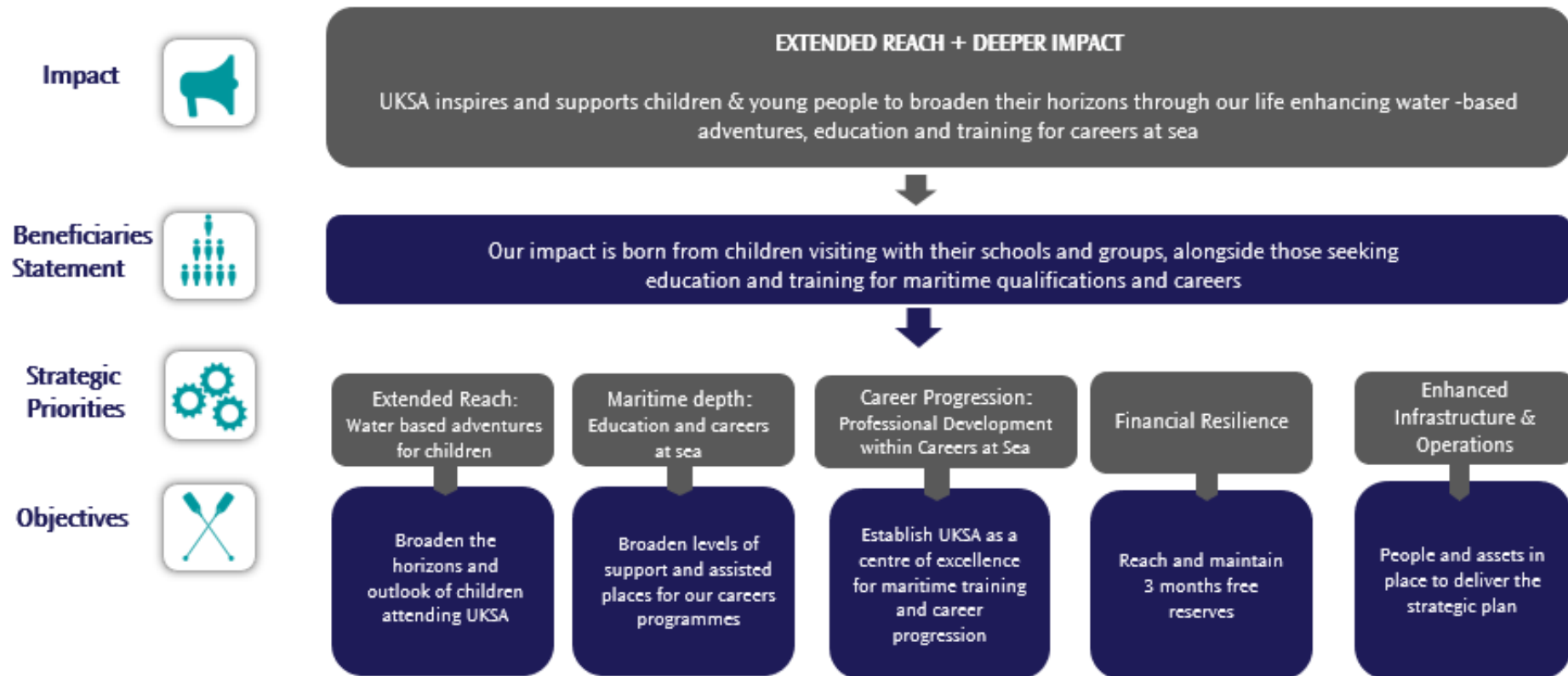
If you have any questions, then please do not hesitate to contact me and I look forward to your application.

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

We welcome over 11,000 beneficiaries each year, providing adventures for children and young people and training 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.

We welcome over 8,000 children and their leaders from 130 schools and groups across the UK each year. 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 the world's largest RYA training centre and widely recognised for both our RYA and MCA training courses. We 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:** 31<sup>st</sup> December 2022

**Interview Date:** TBC

Shortlisted applicants will be invited to:

- Attend an interview

## Job Description:

<b>Job Description and Person Specification</b>	
<b>Job Title:</b>	MCA Senior Instructor
<b>Reporting to:</b>	MCA Training Manager
<b>People/Team Management:</b>	N/A
<b>Key Purpose:</b> <ul style="list-style-type: none"> <li>To lecture on all modules required for STCW2010 including PDS</li> <li>To deputise for the MCA Training Manager in his absence</li> <li>To complete student welcomes as required</li> <li>To lecture on all MCA OOW and Masters yacht courses</li> <li>To lecture on RYA courses if required by the yachting department</li> <li>Develop, operate and maintain bridge simulators and their associated publications</li> <li>Order, maintain and organise training resources for MCA courses</li> </ul>	
<b>Key Duties:</b>	
<b>Customer Focus</b> <ul style="list-style-type: none"> <li>Be fully committed to delivering excellent customer service at all times</li> <li>Respond to customer feedback in order to enhance the quality of our training</li> <li>Develop resources and materials to improve the customer experience based upon feedback</li> </ul>	
<b>Communication and Teamwork</b> <ul style="list-style-type: none"> <li>Work closely with the MCA training manager to develop improved systems of work</li> <li>Complete lesson observations on fellow instructors</li> <li>Attend and contribute during daily and monthly staff meetings</li> <li>Comply with UKSA equality and diversity policies and procedures</li> </ul>	
<b>Teaching</b> <ul style="list-style-type: none"> <li>Setting up classrooms appropriately to the subject being taught</li> <li>Develop high quality training aids to enhance the learning experience of our customers</li> <li>Deliver engaging and informative lectures on a range of subjects</li> <li>Close down classrooms after training to ensure that they are immediately available to be used by others</li> </ul>	
<b>Simulator Maintenance</b> <ul style="list-style-type: none"> <li>MCA Training Manager to research potential upgrade options for our simulator suite</li> <li>Setup suitable exercises to be run on our simulators for MCA courses</li> <li>Perform systematic clean ups of the files stored on our computers to enhance their efficiency</li> <li>Arrange for regular updates to be applied to the simulator's software</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> <li>Work with our safeguarding policy to ensure all staff, students and visitors are kept safe and supported</li> <li>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</li> <li>Co-operate with employers and co-workers to help everyone meet their legal requirements</li> </ul>	
<b>Individual/Team Performance and Development</b> <ul style="list-style-type: none"> <li>Adhere to all policies and procedures whilst promoting the Vision, Purpose and Values of UKSA</li> </ul>	

- 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 & promote UKSA data protection and health & safety policies and procedures
- To deputise for the MCA manager in his absence
- To complete the role of duty manager as and when programmed
- Carry out other duties which are broadly consistent with those detailed in this Job Description as required
- Participating in Open Days and events as required in order to meet potential clients and beneficiaries
- Working occasional evenings and weekends as required
- Attend IASST, MCA and IAMI meetings as required
- Make a commitment to deliver excellent customer service

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

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>	MCA & MNTB training schemes Maritime careers at sea.	Maintenance and operation of TRANSAS and ARI bridge simulators Working in the Superyacht Sector
<b>Qualifications:</b>	MCA Master 200grt or equivalent qualification	STCW CoC Master (Unlimited II/2) (PTTLS) Preparing to teach in the lifelong learning sector or equivalent qualification
<b>Experience:</b>	Presenting and coaching of students and/or colleagues Time at sea in a Chief Mate or Masters role	Receiving and giving feedback in order to provide a better product to our customers
<b>Skills:</b>	Self-starter with excellent interpersonal and communication skills Strong desire to deliver excellent customer service	Ability to motivate, mentor and inspire others

## Key Terms and Conditions

<b>Salary</b>	Circa £37,000 per annum plus an Employee Benefits and Recognition Package  Payable on 28 <sup>th</sup> of each month
<b>Annual Leave</b>	25 days plus of Bank Holidays  The leave year runs from 1 December to 30 November
<b>Working Hours</b>	40 hours per week over 5 days  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  UKSA Arctic Road Cowes Isle of Wight PO31 7PQ
<b>Pension</b>	National Employment Savings Trust Employee contribution of 5% 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  During the probationary period notice will be 1 week and after that 2 months' notice will be required
<b>Disclosure and Barring Service check</b>	Enhanced DBS disclosure will be applicable

