



# Yacht Master Instructor

## Candidate Information Pack

March 2024

## 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. People are important to us, and we wouldn't be able to do this without investing in our staff through continuous learning, delivering high performance and recognising excellence.

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. 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.

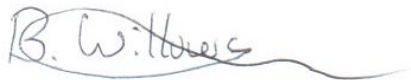
In conjunction, we know that a career at sea can provide a life of adventure for those who are inspired to follow this path. We support all students with an aspiration for a long-term career in Maritime. Our aim is to remove both financial and social barriers to enable students from any background to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

The past two years have been an unexpected challenge for all but we enter 2022 with renewed optimism for the future. We will complete the construction of a new 136 bed accommodation building on site in Cowes, having raised £4.2m from donations to fund the project. The new building will enable UKSA to support 3,000 more young people and children into our programmes each year and we are all extremely excited about the start of this next phase of UKSA's development.

Our new 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, 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 excelled at due to our amazing staff base and Employee Benefits & Recognition package.

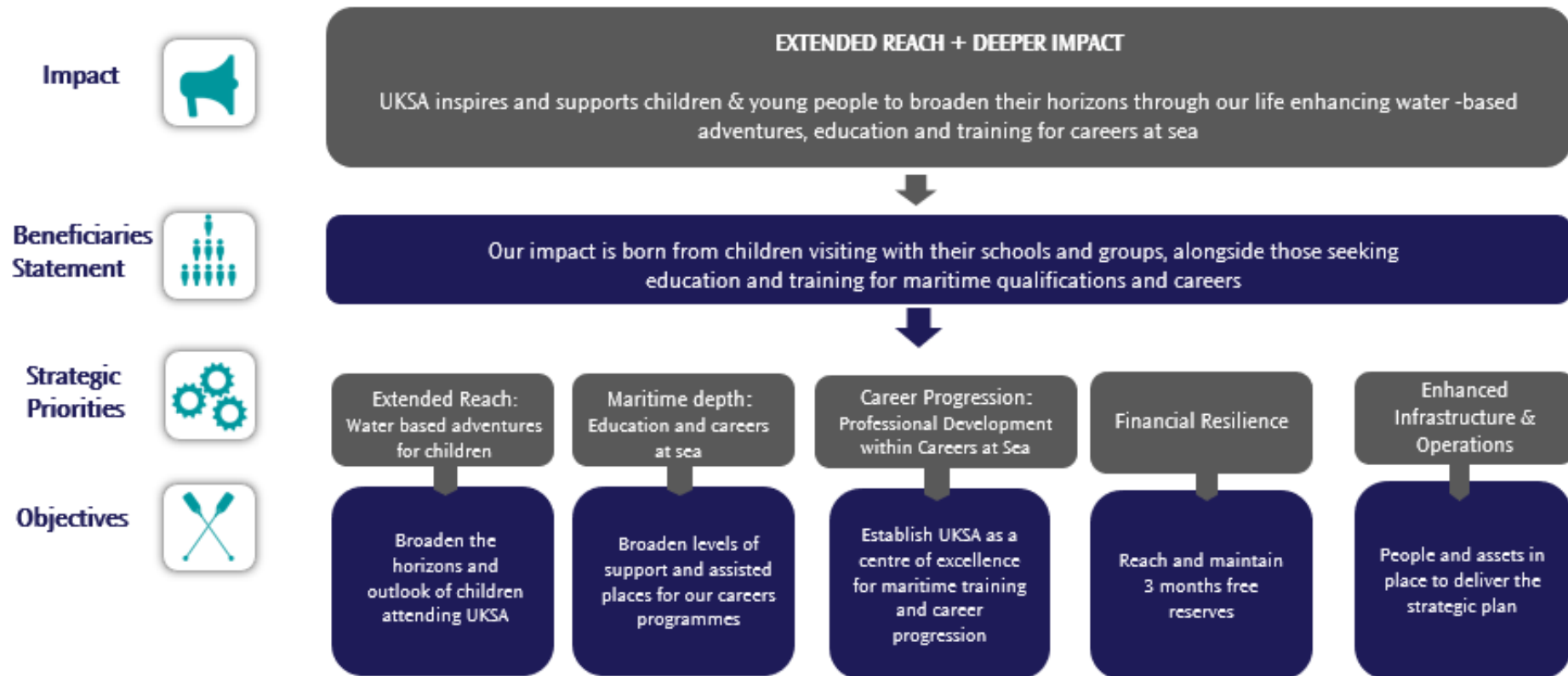
If you have any questions, then please do not hesitate to contact me and I look forward to your application.



**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:** 22<sup>nd</sup> April 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>	Yacht Master Instructor
<b>Reporting to:</b>	Yachting Manager
<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

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>



## Key Terms and Conditions

<b>Salary</b>	£28,000per annum  Payable on 28 <sup>th</sup> of each month
<b>Annual Leave</b>	25 days plus 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 month and after that 3 months' notice will be required
<b>Disclosure and Barring Service check</b>	Enhanced DBS disclosure will be applicable

