



**WORKING
WITH US
APPLICATION
PACK**

Contents

Message from Martin Coles, our CEO

What we do and our impact

Our values

Our structure

About the job – job description

About the role – person specification

Employment details

Benefits

How to apply

Welcome from Martin Coles, CEO



Thank you for your interest in working with us. This is a special and unique charity with a distinctive vision, talented staff and a huge number of passionate volunteers. Our beneficiaries (i.e. our cadets and seafarers) are at the heart of what we do and we are proud that we help so many young people and seafarers to seize a better future.

This is an exciting time for MSSC. We have a clear vision and strategy driving us forward. We're ambitious in our plans to maximise our impact and we will continue to evolve as a charity to make sure we achieve our goals.

Our values play a key part in determining our ways of working. We want employees who are passionate about what we do, who understand why we're here and recognise the significant impact we can have on our cadets and seafarers lives. We want employees who are driven to succeed and who want to work in line with our values to change lives.

I hope after reading through this application you'll see what an incredible charity MSSC is and you will be inspired to apply.

We look forward to receiving your application pack and hopefully welcoming you into our charity in the future.

Kind regards
Martin Coles, CEO

What we do and our impact

We are a charity that helps launch young people for life today whatever they want to do after school and helps seafarers to keep learning all their lives.

Our vision is to be the leading maritime charity for youth development and lifelong learning.

Specifically for Sea Cadets the charity works across the country to give youngsters some balance in their life. With 160 years experience, we're helping teenagers from all backgrounds, every week via a network of 9,000 volunteers through 400 units, some in the hardest hit regions of Britain, to launch well for life. Our close links with the Royal Navy, their traditions and ethos inform much of the nautical activity.

The charity helps them cope better, enjoy what life brings and encourage new ways of thinking and acting. Through a range of different adventures on land and on the water the charity offers a chance to learn from one another, build skills, resilience and self-belief through adventure, discipline and developing a sense of family and purpose often lacking in their home lives.

The Marine Society has a long history of supporting the maritime sector and is one of the country's oldest charities – established in 1756. It supports all seafarers through distance learning programmes, making study available via distance learning which can enhance their careers and personal development. It offers a range of

scholarships to support that self-improvement. The charity also provides libraries to ships and installations, supporting crew well being and professional development through a variety of titles.



Our values

We are driven by what we do and the impact we have. We are proud of our work, approaching it with positivity, energy and enthusiasm as we lay the foundations for more inspiring futures.

Our shared values and ways of working are summarised below and will guide us as we work together to achieve our goals for those we support.

RESPECT

We are professional, courteous and considerate.

LOYALTY

We put the charity first and all work together to achieve our shared goals for seafarers and cadets.

SELF-DISCIPLINE

We are planned and structured in our work and we take responsibility.

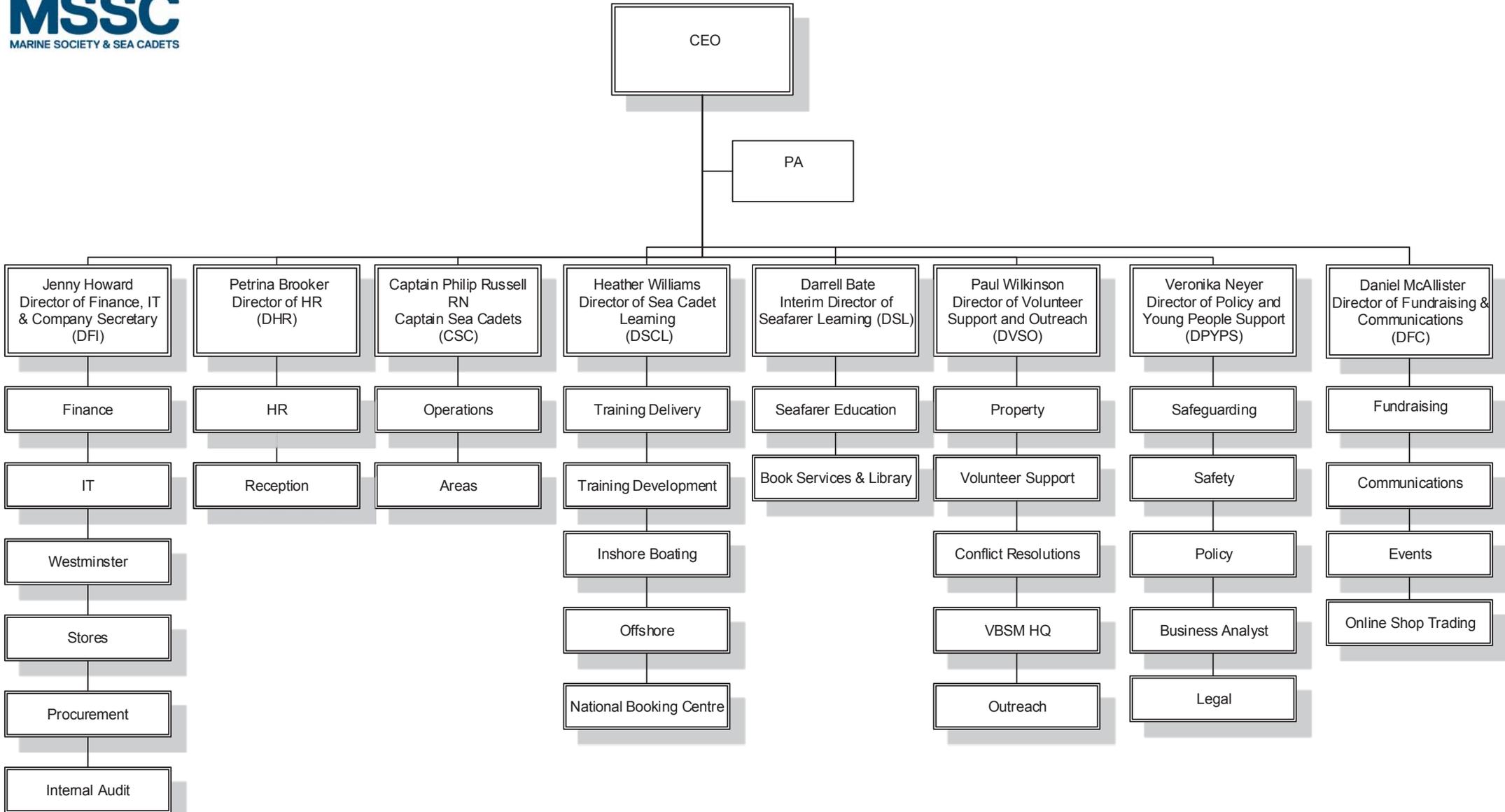
COMMITMENT

We are positive and go the extra mile to deliver our objectives.

HONESTY & INTEGRITY

We are open and honest, and we treat each other fairly.





Job description

Job Title:	Volunteer & Business Support Manager – Eastern Area
Line Manager:	Area Officer
Location:	Eastern Area Sea Cadets, RAF Cranwell, Sleaford, Lincolnshire
Contract:	Full-time, Permanent.

CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets to give them the best possible head start in life. We also provide personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and five-year strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

The Sea Cadet Corps (SCC) is under the Command of the Captain Sea Cadets (CSC) and is comprised of 6 Areas which are administrative divisions of the national organisation. Each Area is led by an Area Officer (AO) and is subdivided into Districts, with each District made up of a number of individual Units. Overall there are approximately 400 Sea Cadet Units across the UK with each Unit registered as an independent charity.

OUR VISION

To be the leading maritime charity for youth development and lifelong learning.

FOR THE MARINE SOCIETY IN PARTICULAR

To give the best possible lifelong learning opportunities to seafarers tailored to their individual needs.

FOR SEA CADETS IN PARTICULAR

To give young people the best possible head start in life through nautical adventure and fun.

OUR VALUES

Respect, Loyalty, Self-Discipline, Commitment, Honesty & Integrity

ROLE DETAIL

The Volunteer & Business Support Manager (VBSM) is a full-time employee of MSSC, and is a member of the Area Officer's (AO) staff. The VBSM will work in close liaison with the HQ Business Management Team and will be functionally accountable to the Director of Volunteer Support & Outreach (DVSO) for business, volunteering & growth related matters.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holder will be required to undergo a Disclosure and Barring Service (DBS) check.

The role will undertake evening & weekend working as required to fulfil the requirements of the role. and will be required to travel to other MSSC, Sea Cadet Corps (SCC) (and other organisation's facilities), especially within the designated Area of the MSSC, but also to its London HQ.

PURPOSE OF ROLE

All cadets, instructional and uniformed volunteers join the national Sea Cadet organisation, with the local charity operated by a Unit Management Team (UMT who are the local trustees). The Area team supports the Sea Cadet units that fall within that geographic area.

Job description

This post will play a key role in the delivery of effective support for volunteers (both uniformed and non-uniformed volunteers), the growth of Sea Cadets and good business practice in support of MSSC's objectives under its Vision and Strategy.

The key elements are to:

- 1) Support volunteers and units by overseeing all aspects of business management and governance across Sea Cadet units (whom are independent charities) in the Area including the development of capacity and capability of their units through advice or signposting (where appropriate) on business, volunteering, growth, compliance, finance, fundraising & promotion, health & safety, recruitment, and property issues.
- 2) Support the AO through:
 - Contributing to the development and monitoring of the Area business plan.
 - Overseeing the Area budget.
 - Compliance monitoring and management of business risk.
 - Identifying growth opportunities.
- 3) Line manage the Development Workers (DWs)ⁱ and Volunteer Support Administrator/s (VSA) and liaise directly with their functional managers in relation to their allocated workload.

KEY RESPONSIBILITIES

The following is a list of the principal (but not exhaustive) tasks of the post holder:

- a) To oversee all business aspects of Area Office management, including monitoring and oversight of the Area budget in liaison with the AO and with support from HQ.
- b) To manage the Area office budget.
- c) To provide input into Area property assets.
- d) To be a member of the Area management team, under the leadership of the AO and to report on volunteer, business support, growth and governance both within the Area and nationally as appropriate.
- e) To contribute to and monitor targets within the Area Plan.
- f) To lead the risk register process within the Area.
- g) To assist and/or lead in staffing of appropriate projects as delegated by the DVSO.
- h) To support the reviewing of national policies & procedures and take part in appropriate pilot projects in agreement with the DVSO.
- i) To line manage the Development Workers and, in liaison with the DWs functional manager, the Head of Growth & Development (HoGD), to ensure the DW team provide a joined up approach on projects and growth through new units, sections & detachments¹.
- j) To line manage the Volunteer Support Administrators and, in liaison with the VSAs functional manager, the Volunteer Support Manager, to ensure the area team provides a joined up approach to supporting the volunteers.

Volunteer and Business Support

- a) To support, mentor and advise unit management teams on the governance and management of their units and compliance with relevant charity and statute law, Sea Cadet Regulations (SCRs) and other rules and guidelines issued by MSSC. This includes supporting new unit Chairs over the first few months of their appointment in role.
- b) To contribute to the UMA/UR process in line with the relevant guidance.
- c) To give advice on fundraising or finance to UMTs and if required signpost them to the national fundraising officer at HQ or the Regional Finance Manager in order to enable units to identify and realise business and funding opportunities to support their activities.
- d) To lead the Area Management Team in identifying growth opportunities to build capability and capacity across the Area, including supporting the establishment of new units, section & detachments as well as the recruitment and development of new adult volunteers & Sea Cadets to support the MSSC growth agenda.

Job description

- e) To liaise with the Area Training Manager on the training and development needs of trustees, assisted by the Area & District Chairs.
- f) In exceptional circumstances, where the UMT has dissolved or been dismissed to call Extraordinary General Meetings, and assist in the election of new UMT's for Units, as necessary.
- g) To appoint (if necessary) interim unit Chairs in accordance with the Sea Cadet constitution.
- h) To oversee the management of incidents and complaints against members of the Corps, in line with the complaints process.
- i) In the absence of the AO to act as the point of contact for the HQ SGT for all Safeguarding enquiries.
- j) To ensure that the Area Chair is updated on matters of concern and interest affecting UMTs within the Area.
- k) To contribute to the Area Awards process in line with the Awards and recognition procedure.

Estate

- a) To give advice to UMTs and if required signpost them to the HQ property advisers for all leases, deeds, property & estate matters or capital fund enquiries.
- b) To manage the Annual Premises Fund grant application process for the Area and any other MSSC grant funding that may become available.
- c) To give advice to UMTs on all insurance related matters and if required signpost them to the commercial insurance company. To support the HQ VBSM in ensuring all units are appropriately insured for buildings, contents, marine assets and minibuses.
- d) To be the focal point within the Area for contact with Reserve Forces and Cadet Associations (RFCA) on estate issues.

Development and representation

- a. To attend appropriate Unit, District & Area functions & events.
- b. To ensure, with the assistance of the Area Chairs and the Area Office Team as required, the arrangements, delivery and conduct of the annual Area Volunteer Conference.
- c. To maintain and foster links with appropriate external organisations, including MSSC branches.

OTHER DUTIES

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

As part of the initial induction in order to get to know the Sea Cadets, the post holder will be encouraged to assist as a volunteer with evening activities within a local unit (details to be agreed) for a period of one month within the first year of employment.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and quality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

OUR COMMITMENT

We recognise our responsibilities to safeguard and protect the young people and vulnerable adults with whom we work. We do all we can to promote their health, safety and wellbeing, and we ask our staff to share this commitment and work in line with our values and ethos of inclusivity. We adhere to safer recruitment practices and therefore employment is subject to detailed pre-employment checks for successful candidates, including references and DBS checks and attendance at relevant safeguarding training.

Person specification

Volunteer & Business Support Manager

Essential	Desirable
Experience/work-based knowledge and qualifications	
Educated to degree level or equivalent	Experience of working in a similar role within the charity sector.
Experience of delivering business advice and contributing to business, growth and development plans.	Experience of providing advice on charity governance matters
Experience of project planning and delivery, including monitoring and evaluation, and working to targets.	Experience of project management within the charity sector
Managing and administering budgets.	Experience of managing property and/or estate issues
Managing and supporting staff	Knowledge of health and safety legislation, policy and practice, protection of young people.
Working in conjunction with and supporting volunteers	
Contributing to the development of organisational policy and procedures.	
Experience of case, complaints and investigation management.	
Experienced in meeting and group facilitation and able to deal with conflict confidently and effectively.	
Communication and interpersonal skills (written and spoken) with the ability to present information in a manner appropriate to the audience, including delivering presentations to large audiences.	
Building partnerships - Good influencing skills and an ability to foster and maintain successful working relationships with colleagues and contacts.	

Person specification

Self-servicing – ability to self-service and work unsupervised, organising own workload, meeting deadlines and taking the initiative, whilst working as part of a team.	
Familiar with current IT office software including Microsoft Excel or equivalent	

Personal Characteristics
Inspiring, dynamic, energetic, enthusiastic, must enjoy working with people and be customer focused.
Proactive and results orientated.
Discretion and an ability to keep sensitive information confidential.
Flexibility – ability to adapt and be flexible in approach to work.
Other
Satisfactory DBS (or equivalent) check
Understanding of and commitment to equal opportunities
Full clean driving licence, use of own vehicle and ability to travel independently including out of office hours
Flexible approach to work and able and willing to work outside normal office hours, including frequent evenings and weekends

Employment details

Location:	Eastern Area Sea Cadets, RAF Cranwell, Sleaford, Lincolnshire.
Salary:	£35,000
Contract:	Full-time, Permanent
Hours of Work:	Core working hours will be 35 hours per week between 9:00am and 5:00pm Monday to Friday with one hour for lunch, unpaid. Any other such occasional hours as the role demands.
Probationary period:	Six months
Notice:	Two months
Notice During Probationary Period:	One month
Annual Leave:	25 working days pro rata of paid holiday per annum, plus public and bank holidays observed in England and Wales, increasing to 29 days after two years' service.
Training:	We value our employees and are committed to providing relevant training opportunities where possible.
Flexible Working	We also offer flexible working and time off in lieu if you are required to work an evening or weekend.

Benefits

MSSC values our employees and offers a range of benefits.

PENSION SCHEME

All eligible employees are able to join our generous salary sacrifice pension scheme with Aviva. This plan allows employees to contribute a minimum of 3% of their salary. If employees contribute at this rate, MSSC will contribute 5%. However, if employees increase their contribution to 5%, MSSC will contribute 10%.

LIFE INSURANCE

All employees enrolled in the Pension Scheme will automatically be enrolled in MSSC's Life Insurance scheme, which pays out a lump sum of four times employee's salary if required.

PRIVATE MEDICAL INSURANCE

All employees outside of their probationary period are eligible to join MSSC's Health Insurance scheme with AXA PPP (formerly Simplyhealth). Employees can also add members of your family (spouse, partner, children) to the scheme at a competitive rate.

EMPLOYEE ASSISTANCE PROGRAMME

MSSC provides a programme offered by Health Assured to help support employee's personal wellbeing. This offers a free confidential telephone counselling service, which is available 24 hours per day, 365 days a year. MSSC also has a wellbeing portal to support employees.

SEASON TICKET LOANS

All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan for an annual season ticket. This is deducted from the employee's monthly payroll spread across the year.

EYE CARE

For employees who regularly use a computer monitor or any other form of Display Screen Equipment, MSSC contributions towards eye tests and glasses.

SUZUKI AFFINITY SCHEME

Thanks to MSSC's partnership with Suzuki, employees and their direct families have the opportunity to purchase a Suzuki car at preferential prices.

MOBILE AND CONTRACT DISCOUNTS

MSSC has partnered with EE to provide employees with great discounts on Pay Monthly, Pay As You Go and Mobile Broadband with EE



How to apply

Thank you for taking an interest in working for us.

If you would like to apply, please send us the below documents.

1. Mandatory – CV, and a Supporting Statement of no more than 2 sides. This should include your motivation for applying, why you believe you are a strong candidate for the post; your current/last salary; your notice period (if applicable); any of the recruitment dates you are unable to make.
2. Optional - a completed equal opportunities form available on our website.

We will sadly be unable to consider your application if you do not send in a CV and a supporting statement.

Please email your application to recruitment@ms-sc.org. Alternatively, please print out and post your completed application to **HR, The Marine Society and Sea Cadets, 202 Lambeth Road, London SE1 7JW.**

If you have any queries about the role or the application process please call us on 020 7654 7009 or 020 7654 7052.