

The background image shows two young people, likely sea cadets, on a ship's deck. They are wearing bright red jackets with dark blue accents and white reflective stripes. The person on the right is also wearing a white sailor's cap with a black band that has "MSSC" written on it. They are both looking down at a thick white rope that they appear to be working on. In the upper left, a large brass bell is visible, hanging from a rope. The bell has "S ROYAL" and "2015" inscribed on it. The overall scene is set against a clear blue sky, suggesting a bright, sunny day at sea.

# WORKING WITH US APPLICATION PACK

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# 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.

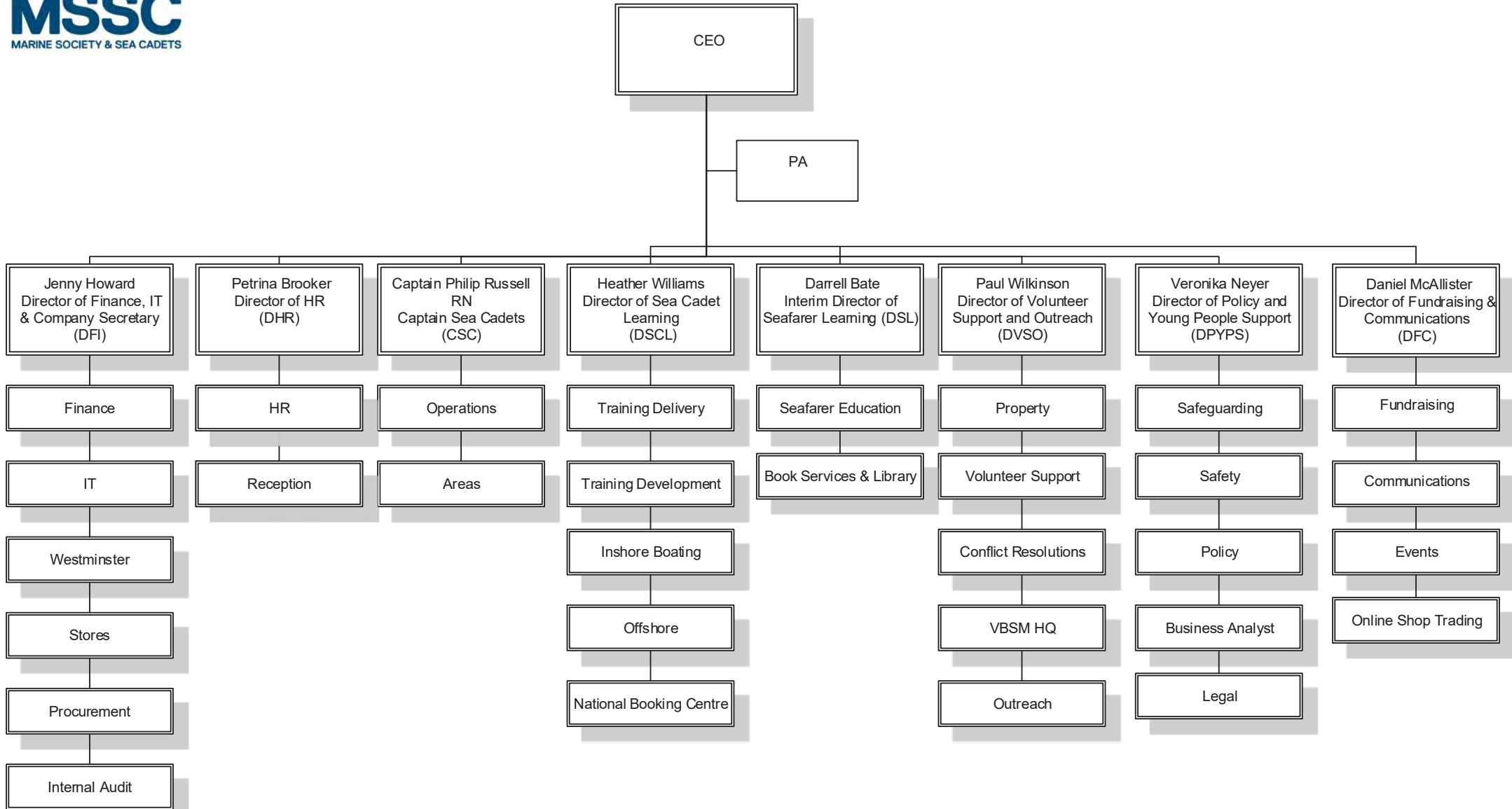
## **COMMITMENT**

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:** Midlands Chief Instructor  
**Line Manager:** Midlands Boat Station Manager  
**Location:** Midlands Boat Station. B16 9EE  
**Contract:** Permanent, Full time

## 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.

## 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 Chief Instructor reports to the Boat Station Manager. The post holder will work closely with the inshore boating team and the South West Area team.

Regular evening and week-end working is the norm and the role will require travel to other MSSC, Sea Cadet Corps (SCC) (and other organisation's facilities), especially within the Area, and also to MSSC HQ in London.

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.

## PURPOSE OF THE ROLE

The purposes of the Chief Instructor are:

- a. To deputise for the Manager in their absence.
- b. To assist the Manager with the day to day operations for courses including giving staff briefs, co-ordinating equipment issue and return and the safe, effective and punctual delivery of activities.
- c. To act as Chief Instructor at the facility (supervising delivery of courses and ensuring that all activity is delivered following the Inshore Boating Operating Standard);
- d. To supervise, brief and direct all instructional staff at the facility.
- e. To manage use, allocation and maintenance of boats, equipment and stores;
- f. To maintain facilities to stipulated standards.
- g. To assist the Manager in administrative duties including: Issuing of RYA certificates for accredited Courses; Updating "Westminster" records in relation to cadet qualifications and achievements; coordinating facility bookings and monitoring usage.

# Job description

- h. To develop and encourage participation as an employed member of the Sea Cadets Inshore Boating delivery team.
- i. To assist with catering and accommodation duties as required

## KEY RESPONSIBILITIES

The following is a list of the key responsibilities of the Chief Instructors but it is not exhaustive.

- a. To organise and conduct all water-sports training at the facility;
- b. Assist the Manager to ensure that all activities at the facility are conducted in a safe manner, and that all instructors are appropriately briefed, qualified and trained;
- c. To instruct/teach trainees at the facility;
- d. To maintain and conduct routine checks of all boats and equipment at the facility;
- e. To ensure the security, issue and recovery of all stores;
- f. Conduct general maintenance of the facilities;
- g. To ensure all boats and equipment are used correctly.
- h. Ensuring safety and safeguarding of all trainees, providing supervision, rescue and safety facilities as required.
- i. To represent MSSC at meetings and events as required by the Manager.
- j. Act as Designated Worker.
- k. To liaise with external parties and partners (e.g. RYA) as required by the Manager
- l. Liaising with Sea Cadet Units as requested by the Manager.
- m. To support Area and District events as requested by the Manager.
- n. To support all users in achieving their aims through activity at the facility.
- o. Assist with the maintenance of administrative records and processes at the facility;
- p. Support the Manager in any other aspect of running the facility.
- q. Assist in the movement of boats and equipment across the Area/Country events as required.

## 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 equality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Person specification

Midlands Chief Instructor

Essential	Desirable
<b>Experience/work-based knowledge and qualifications</b>	
Experience of working with young people	Experience/knowledge of uniformed and/or youth organisations
Excellent training and instructional ability	Experience of facilities management in a training environment.
Ability to plan, organise and supervise delivery of training afloat	
Awareness of Health and Safety procedures and risk management in the outdoors	
Experience of facilities management	
Experience and knowledge of boat repair and routine maintenance	
Good organisational and administrative skills	
Good IT Skills and knowledge of Microsoft Office packages	
<b>Core Competencies</b>	
Communicating with internal and external parties – excellent communication and interpersonal skills	
Ability to build relationships, work effectively and flexibly with partner organisations and represent MSSC at senior level.	
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.	
Flexibility – ability to adapt and be flexible in approach to work and programme management.	
Safeguarding – ability and willingness to identify safeguarding concerns and report them appropriately.	
Target driven – results orientated and ability to set and meet targets and to report against them to internal and external parties	
<b>Qualifications</b>	
Essential	Desirable
RYA Senior Dinghy Instructor	RYA Advanced Dinghy Instructor Racing Instructor
Valid 16 hour First aid Certificate	RYA Windsurfing Instructor
Paddlesport Instructor or higher	RYA Powerboat Instructor
	UKCC Level Two Rowing Instructor or SCC Rowing Instructor

# Person specification

Personal Characteristics
Ability to work as a member of a team
Inspiring, dynamic, energetic, enthusiastic, must enjoy working with people and be customer focused;
Proactive, willing to take initiative and identify improvements and changes in process and practice
A supportive and enthusiastic approach to working with staff and volunteers.
Ability to work with people with diverse skills, abilities and experience
Ability to promote issues of equality and diversity.
Other
Satisfactory DBS (or equivalent) check
Ability and willingness to work evenings and weekends as required.
Holds full UK Driving licence (Clean)

# Employment details

<b>Location:</b>	Crosby Boating Station, Crosby, L22 1RR
<b>Salary:</b>	£21,000 – 23,000 depending on experience.
<b>Contract:</b>	Full time, Permanent.
<b>Hours of Work:</b>	Working hours will vary, to be determined by Training Programme, but will not exceed an average of 44 hours per week through the duration of employment.
<b>Probationary period:</b>	Three months
<b>Notice:</b>	One month
<b>Notice during Probationary Period:</b>	Two weeks
<b>Annual Leave:</b>	51 working days paid holiday per annum, this includes public and bank holidays observed in England and Wales.
<b>Training:</b>	We value our employees and are committed to providing relevant training opportunities where possible.

# 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.

## **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.

## **PRIVATE MEDICAL INSURANCE**

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

## **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.

