



**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.

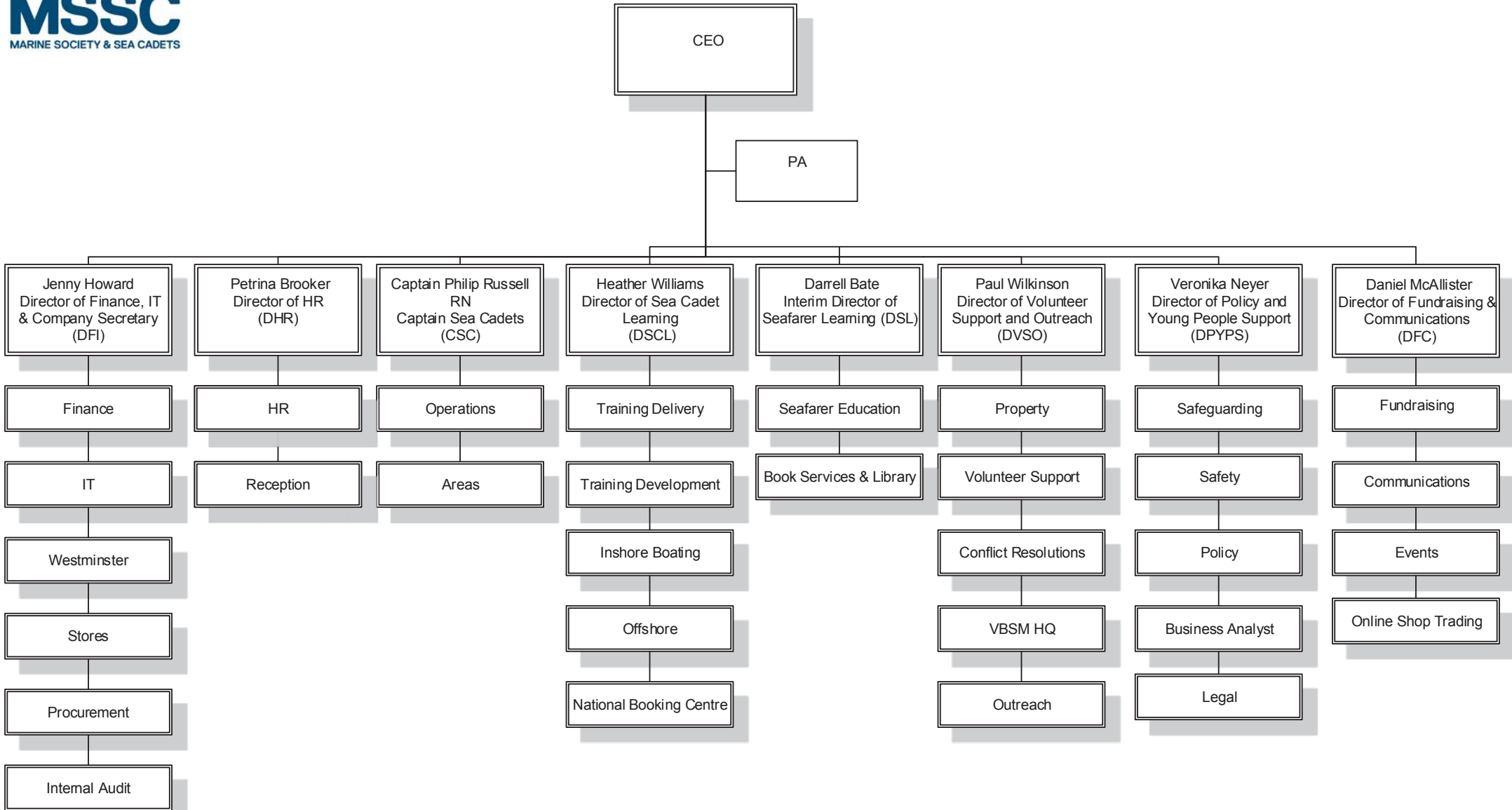
COMMITMENT

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:	Volunteer & Business Support Coordinator
Line Manager:	Director of Volunteer Support & Outreach
Location:	MSSC HQ London, SE1 7JW / home based (negotiable)
Contract:	Full Time, Permanent
Salary:	£30,000 Gross per annum

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 Volunteering & Business Support Coordinator will play a key role in the coordination of effective business practices within and across Sea Cadet Units and the support for Unit Trustees. In particular, the role will manage the processes relating to:

- a) Property grants and loans
- b) Unit and MSSC Insurance
- c) Accurate recording and reporting of the opening and closing of Sea Cadet Units and Sections
- d) Support for effective governance arrangements by and within Sea Cadet Units

PURPOSE OF ROLE

To support and assist the Volunteer & Business Support Managers (VBSMs), Unit Management Teams (UMTs) and the Director of Volunteer Support & Outreach with the co-ordination of all national issues in respect of unit management.

To attend and produce draft minutes of MSSC Trustee, Trustee Committee and MSSC Members' meetings, including the Annual Court.

KEY RESPONSIBILITIES

Job description

The following is a list of the key responsibilities of the Volunteering & Business Support Coordinator but it is not exhaustive.

- A. To manage the allocation, approval payment and processing of grants, including but not restricted to property, start-up and other grants for Units, working in collaboration with the Volunteer & Business Support Managers (VBSMs), Property Advisers, Finance Team and others.
- B. To manage the process for approving, processing and monitoring the subsequent repayments in respect of MSSC loans made to Units, liaising with the Finance Team and VBSMs as necessary.
- C. To liaise with Unit Chairs and Unit solicitors in relation to MSSC/SCA involvement in Unit leases, holding/custodian trusteeship of Unit owned property and with the MSSC Solicitor, to supervise the correct processing of Units' legal papers requiring execution by the MSSC or SCA.
- D. To manage and support the Unit Management section of Westminster, particularly in relation to Unit property, assets and insurance, supporting both the VBSMs and Units as necessary.
- E. To be the key point of contact with the MSSC's broker and insurers, including supporting claims, enquiries, invoicing and updates etc. with regard to both Units and the MSSC.
- F. To manage the processes associated with the annual renewal of insurance policies for to both Units and the MSSC centrally.
- G. Provide advice and guidance on insurance matters to both Units and teams / departments within the MSSC.
- H. To oversee, develop and support the provision of resources and other material relating to the governance of Units and other Unit Management Team (UMT) matters. This includes managing the governance elements of the Training & Admin website, production of newsletters and other communication to UMTs, and oversight of the Unit governance elements of the Sea Cadet Regulations.
- I. To keep up to date with national and charitable legislation and developments affecting the management of charities, especially those providing for young people.
- J. To manage the processes, recording and reporting of the opening and closing of Units and Sections
- K. To attend and produce minutes for meetings of MSSC trustees, trustee committees and MSSC members;

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.

Job description

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 Coordinator

Essential	Desirable
Experience/work-based knowledge and qualifications	
Educated to A level or demonstrable equivalent work experience	
An understanding of the voluntary and community sector	
Experience of supporting business processes within a charitable organisation	Experience of managing any / all of insurance, grants/loans, governance ideally in a charity environment
Knowledge and understanding of governance issues within the third sector	
Experience of developing processes, procedures and support guides targeted at internal and external customers	
Experience of delivering first class customer service	
Experience of supporting a committee, board or other formal meeting.	
Core Competencies	
First class administrative skills	
Excellent interpersonal skills with the ability to interact effectively with colleagues, volunteers & others	
Able to manage competing priorities and take effective action to deal with these	
Able to adapt to different audiences and circumstances	
Excellent written communication skills including the ability to write clearly and respond appropriately to concerns and enquiries	
Able to analyse and deal with complex or difficult situations, with skill and discretion	

Personal Characteristics
Able to build strategic relationships both internally and externally
Attention to detail and accuracy
An understanding of equal opportunities and its impact on the work of the organisation.
Able to build strategic relationships both internally and externally
Able to manage a diverse workload and competing priorities taking effective action to deal with them
Able to analyse and deal with complex or difficult situations, with skill and discretion
Other
Satisfactory pre-employment screening

Employment details

Location:	MSSC, 202 Lambeth Road, London SE1 7JW.
Salary:	£30,000 Gross per annum.
Contract:	Permanent, full time.
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:	Three months.
Notice:	One month.
Notice During Probationary Period:	Two weeks.
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.

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.

