



**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.

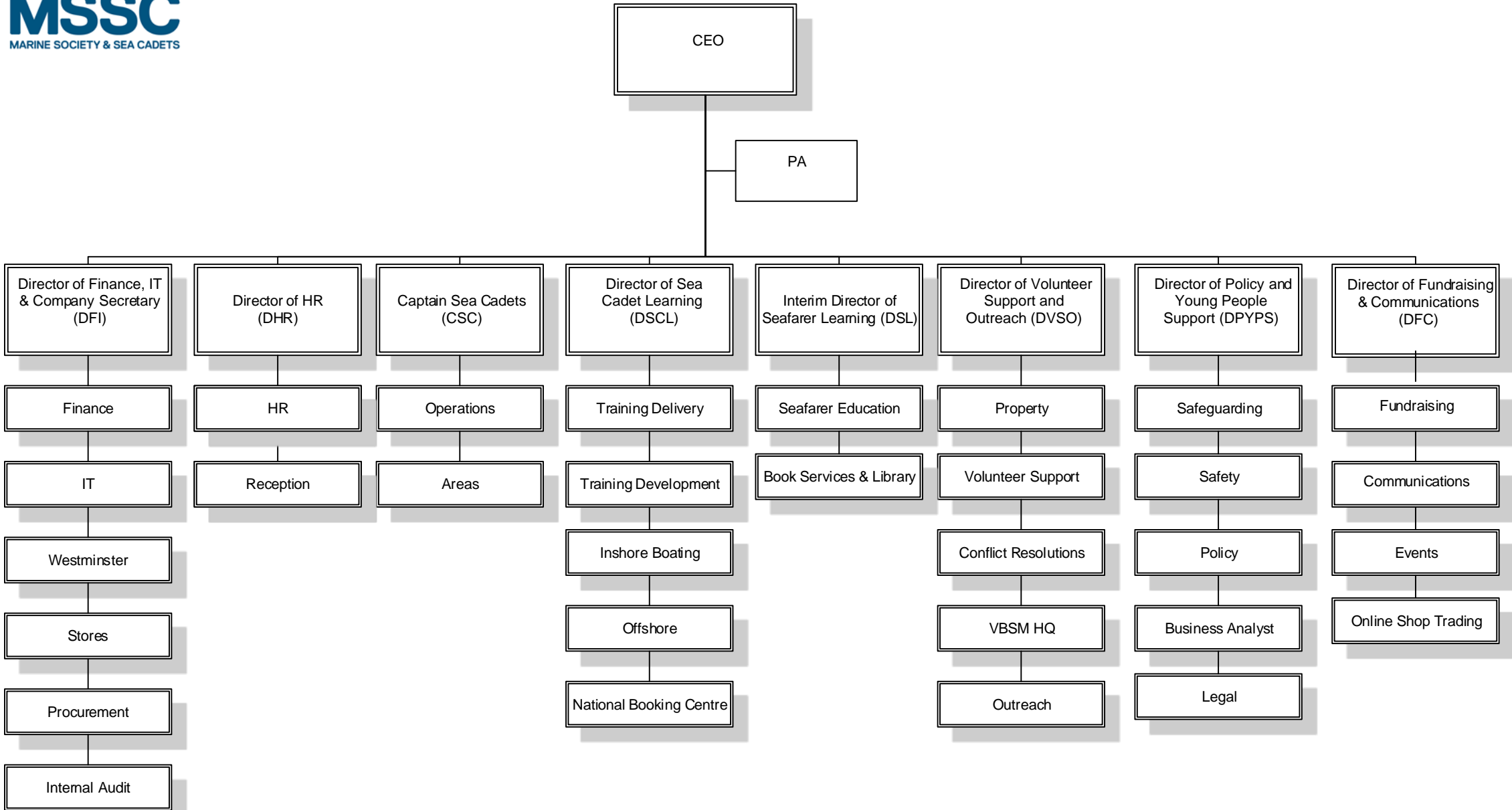
Specifically for Sea Cadets the charity works across the country to give youngsters some balance in their life. With 160 years experience, we're helping teenagers from all backgrounds, every week via a network of 9,000 volunteers through 400 units, some in the hardest hit regions of Britain, to launch 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.





# 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



# Job description

<b>Job Title:</b>	<b>First Lieutenant, TS Jack Petchey</b>
<b>Line Manager:</b>	<b>Commanding Officer, TS Jack Petchey</b>
<b>Location:</b>	<b>Gosport, PO12 2AB</b>
<b>Contract:</b>	<b>Full time, permanent role</b>
<b>Salary:</b>	<b>£30,000 gross per annum</b>

## 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 First Lieutenant (1st Lt) is an employee of Marine Society & Sea Cadets (MSSC) and is a member of The Head of Offshore Training's (HoOT) staff based on board TS Jack Petchey.

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 vessel undertakes 6 day voyages for up to 12 Cadets at a time around the UK and near continent, from March to November. From December to February, the vessel undergoes winter maintenance, including a docking, usually in the Gosport area with no cadet activity undertaken at this time. The particular demands of seagoing employment require the incumbent to be available for duty for prolonged periods and working hours cannot be defined in terms of numbers of hours per week, nor will overtime be recognised. The working and rest hours for this role will be within the confines of the terms of the Maritime Labour Convention. The uncertain nature of the working hours will be recognised by the holiday arrangements afforded.

## PURPOSE OF ROLE

The primary purposes of the 1st Lt., are:

- To be Second in Command of TS Jack Petchey, supporting the Commanding Officer in ensuring that the safety, discipline, morale, welfare and day to day employment of permanent crew members, embarked personnel and cadets is appropriately managed;
- To be Ship's Training Officer
- To be the Vessel Safety Officer

## KEY RESPONSIBILITIES

The following is a list of the key responsibilities of the First Lieutenant but it is not exhaustive.

- To assist with safe navigation of the vessel
- To ensure compliance with the MSSC Offshore Safety Management System documentation



# Job description

- at all times;
- c. To stand deck watches 1 in 2 with the Commanding Officer when at sea;
  - b. To implement cadet and adult training programmes.
  - c. To ensure that all cadet activities are appropriately supervised and that the cadets wellbeing and safety is managed appropriately including escalating any safeguarding concerns as per MSSC guidelines (safeguarding training is provided to all MSSC staff).
  - d. To support the Commanding Officer in ensuring the safety, discipline, morale, welfare and day to day employment of permanent crew members and embarked personnel;
  - e. To oversee the work of Cook/Coxswain.
  - f. To organise and run ship's routine having due regard to the needs of the Cook in planning meals.
  - g. To complete joining and departing paperwork for all visiting personnel.
  - h. To liaise with Offshore Operations and the Personnel Officer regarding crew lists, next of kin, medical and dietary details.
  - i. To oversee homeward travel arrangements for embarked cadets.
  - j. To be responsible for all Sea Cadet ceremonial evolutions on board.
  - k. To assist with MSSC events requiring involvement of TS Jack Petchey.
  - l. To act as ship's tender Helmsman.
  - m. To be responsible for the routine maintenance and serviceability of the ship's tender; lifejackets, harnesses and other life-saving appliances; medical stores; and all other equipment not the responsibility of the Engineer.
  - n. To carry out general ship husbandry tasks
  - o. To manage and deliver First Aid medical treatment to casualties

## **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.

## **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, background checks and attendance at relevant safeguarding training.



# Person specification

First Lieutenant, TS Jack Petchey

Essential	Desirable
<b>Experience/work-based knowledge and qualifications</b>	
Yachtmaster Offshore (Power) with commercial endorsement qualification	Previous experience in the operation and management of power vessels
Confidence to take Command of the vessel in the absence of the permanent Commanding Officer	Good written communication skills
Excellent communication skills	Experience of input to in-house databases together with the use of web-based information systems
Ability to interact effectively with a wide range of personnel from young cadet to visiting VIP	Experience or knowledge of uniformed youth organisations
Strong management & leadership skills and ability to direct ships staff with clarity and in a positive manner	Knowledge of Sea Cadet training procedures and documentation
Proven instructional ability	Experience of working within the charitable, voluntary or not for profit sector
Ability to work with young people while protecting their wellbeing and ensuring their safety	
Ability to develop and maintain successful working relationships with all stakeholders	
Ability to formulate clear and concise written and verbal representations	
Ability to manage onboard team of permanent and relief staff	
Ability to perform effectively when under pressure; meet deadlines and make decisions	
Ability to work both as part of a team and unsupervised	
Computer literate – good knowledge of Microsoft Word, Excel, Outlook and Internet Explorer	
<b>Personal characteristics</b>	
Well organised	
High personal standards	
Tactful and diplomatic	
Assertive	
Enthusiasm	

# Person specification

Flexible
Reliable
Honest and trustworthy
<b>Other</b>
Full Clean Driving Licence
Satisfactory DBS (or equivalent) check
Understanding of and commitment to equal opportunities and safeguarding

# Employment details

<b>Location:</b>	Gosport, PO12 2AB
<b>Salary:</b>	£30,000 gross per annum
<b>Contract:</b>	Full time, permanent contract
<b>Hours of Work:</b>	The hours of work will vary depending upon whether the employee is carrying out their duties during the "Training Season" or the "Winter Season". During the Training Season the employee will be based on the training vessel and will be required to work shifts including Saturdays and Sundays. During the Winter Season, the Employee will ordinarily be land based and during this period they shall conform to the normal office hours for their base, working 5 days a week [Monday to Friday]
<b>Probationary period:</b>	Six months
<b>Notice:</b>	Three months
<b>Notice During Probationary Period:</b>	Two Weeks
<b>Annual Leave:</b>	16 weeks with 12 weeks holiday to be taken in the Training Season and a further 4 weeks during the Winter Season.
<b>Other:</b>	We value our employees are committed to providing relevant training opportunities where possible. We also offer flexible working and time off in lieu if you are required to work an evening or weekend.

# 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.





# How to apply

Thank you for your interest in working for Marine Society and Sea Cadets.

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

1. Mandatory - CV of no more than 2 sides.
2. A supporting statement that includes your motivation for applying for the post; how your skills and experience meet the essential and desirable criteria on the person specification; your current/last salary; and your notice period (if applicable)
3. Optional - a completed equal opportunities form available on our website.

We will sadly be unable to consider your application if you send in a CV without a supporting statement.

Please email your application to [recruitment@ms-sc.org](mailto: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.**

For an informal discussion about the role please contact MSSC's Offshore Office on 02392 765888.

**Closing date for applications: Midday, 19 December 2019**

**Interviews to follow in early 2020.**