



**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.

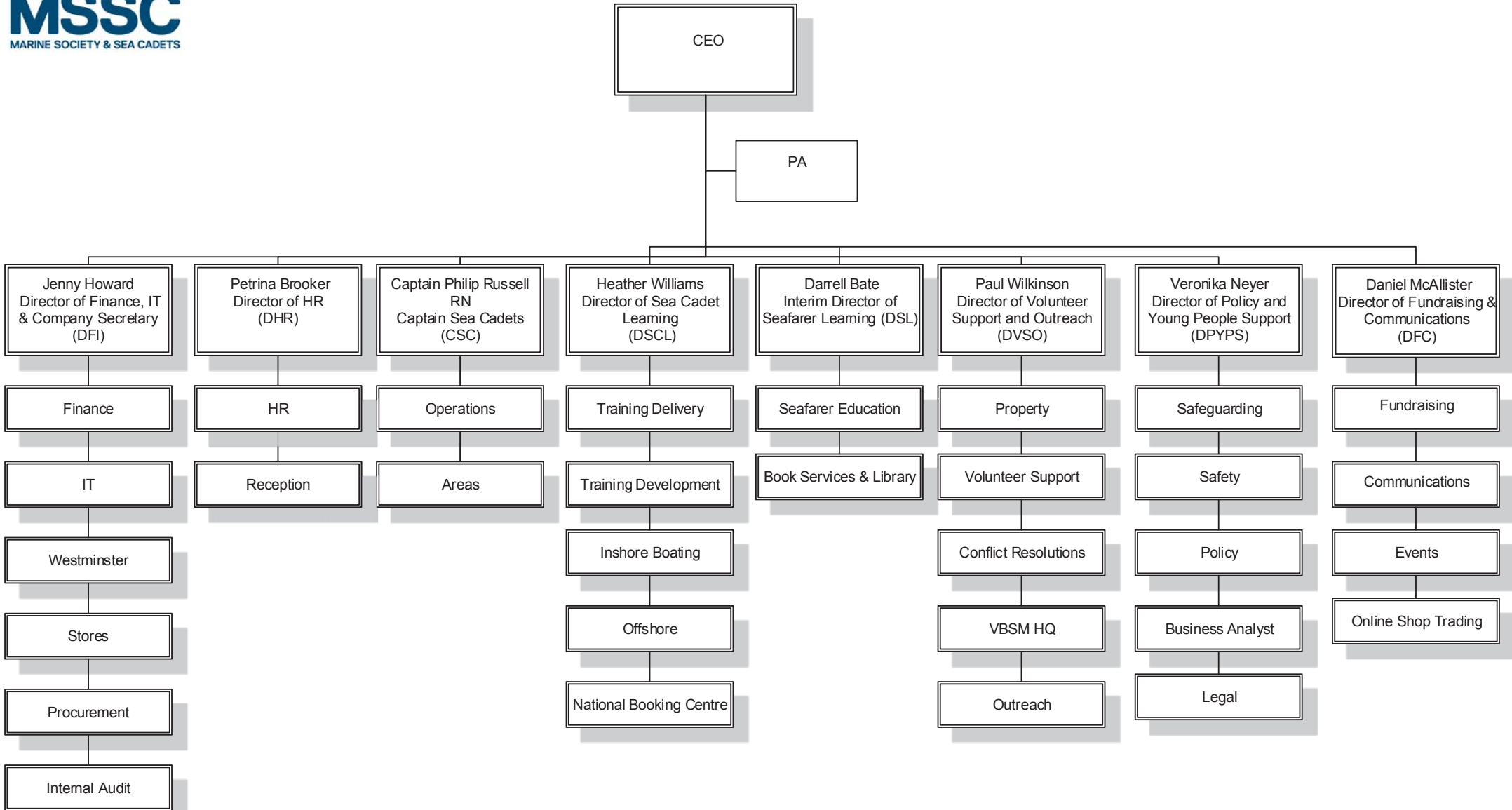
COMMITMENT

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:	Marine Engineer
Line Manager:	Head of Offshore Training
Location:	Gosport, PO12 2AB
Contract:	Fulltime, Permanent
Salary:	C. £29,000.00 Depending on experience

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 Sea Cadet Flagship (TS Royalist) was built for the Marine Society & Sea Cadets (MSSC), in 2014, commissioned into the fleet in 2015, and has been taking youngsters on seagoing adventures since then. The Marine Engineer of TS Royalist is an employee of the MSSC and is a member of the Offshore Commander's staff. The ship is base ported in Gosport.

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 mainly undertakes 6 day voyages for up to 24 Cadets at a time around the UK and near continent, from March to November. In addition, she partakes in Tall Ship Races about every third year and is due to deploy to Southern Spain and Portugal during the summer of 2020 as part of the Tall Ship Race programme. From December to February, the vessel undergoes winter maintenance, which may include a docking, usually in the Portsmouth/Gosport area. 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.

Job description

PURPOSE OF ROLE

Primary Purpose. To safely operate and maintain all hull, mechanical, electrical, electronic, hydraulic, fuel, sewage and water systems, services, fittings and equipment in TS Royalist. This includes engagement in the planning, execution and acceptance of in-season and winter maintenance by ship's staff and contractors, using and updating the embarked Electronic Planned Maintenance System.

Secondary Purpose. To support embarked cadet and staff training.

KEY RESPONSIBILITIES

The following is a list of the key responsibilities of the Marine Engineer but it is not exhaustive.

- a. To conduct routine maintenance of mechanical, electrical, electronic, hydraulic, fuel, sewage and water systems in accordance with Planned Maintenance Schedules.
- b. To operate engines, generators, electrical, hydraulic, fuel, sewage and water systems as required.
- c. To carry out ship husbandry in engine room and of machinery/equipment outside the engine room, both directly and guiding others.
- d. To conform to the Safety Management System published for the vessel by MSSC.
- e. To oversee and act upon the ship's Defect Book.
- f. To oversee and ensure the correct use of the ship's TAGOUT system.
- g. To keep the Commanding Officer briefed at all times as to any defect that materially affects the safety, availability or reliability of equipment or systems on-board. To liaise with the Offshore Technical staff on any such defects for advice and to arrange shore support when necessary.
- h. To review operating and maintenance procedures and maintenance scheduling to ensure conformance with manufacturers' instructions and that they are fit for purpose, recommending any changes to the Offshore Technical staff.
- i. Motivate and work effectively with other crew members and all on board the vessel.
- j. The role requires working directly with young people in a mentoring and motivational capacity.
- k. Working effectively with Other external organisations: Both operationally and for the development and exploitation of public relations and fundraising opportunities.

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

Marine Engineer

Essential	Desirable
Experience/work-based knowledge and qualifications	
Management and leadership experience with ability to direct ship's staff and crew with clarity and authority;	Experience of working with young people and a good understanding of how to ensure they are effectively supported;
ENG1 or ML5 medical certification;	Working knowledge and understanding of the voluntary and community sector.
Ability to act as the principal Marine Engineer on board.	
Approved Engine Course;	
Be able to investigate and diagnose faults on all equipment/plant on board MSSC offshore vessels.	
Time served Engineering apprenticeship or a sound background and experience in mechanical and electrical engineering (eg RN ME training).	
To have a COSHH awareness	
Good verbal and written communication skills;	
Proven instructional ability and experience of delivering training lectures to cadets (on subjects such as fire fighting);	
Knowledge of health, safety and safeguarding legislation and best practice procedures as they relate to working with children, young people and vulnerable adults;	
Computer literacy – good knowledge of Microsoft Word, Excel, email, internet.	
Core Competencies	
Excellent interpersonal, leadership, and mentoring skills;	
Ability to interact effectively and build relationships with a wide range of personnel from visiting VIP to young cadet;	
Flexibility – ability to adapt and be flexible in approach to work and working patterns.	
Ability to comply with and promote MSSC safeguarding, safety and environmental policies;	
Ability to deal with unexpected incidents and to make decisions under pressure;	
Ability to work remotely from line management;	

Person specification

Personal Characteristics
Inspiring, dynamic, energetic, enthusiastic, must enjoy working with young people;
Proactive and results orientated;
Tactful, approachable, discreet and diplomatic;
Flexible & reliable, and adaptable to change;
Other
Satisfactory DBS (or equivalent) check;

Employment details

Location:	Fort Blockhouse, Gosport, PO12 2AB
Salary:	C. £29,000.00 Depending on experience.
Contract:	Fulltime, Permanent
Hours of Work:	The particular demands of seagoing employment require the post holder to be available for duty for prolonged periods, and working hours will necessarily need to be flexible. Although overtime is not recognised, the working and rest hours for these roles will be within the confines of the terms of the Maritime Labour Convention. The uncertain nature of the working hours will be compensated by the holiday arrangements afforded.
Probationary period:	Six months
Notice:	Three months
Notice during probationary period:	One month
Annual Leave:	Annual leave allowance of 90 days per annum (Pro Rata).
Training:	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.

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.