

## Terms of Reference

### Seasonal Instructor

1. **MSSC** is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets together with personal and professional development opportunities for seafarers with the Marine Society.

**Our vision:**

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

To build on our success and significant maritime heritage.

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.

For the Sea Cadets in particular:

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

Ensuring a nautical focus to our activities by setting target on-the-water hours and ensuring that cadets experience offshore fleet operations are key elements of the MSSC's Vision and Strategy to 2021.

We are guided in all that we do by the values of:

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

### 2. The role

The Seasonal Instructor is an employee of The Marine Society & Sea Cadets.

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.

### 3. Purpose

The primary purpose of the Seasonal Instructor is to instruct young people and adults as required by the manager of the Boat Station/Training Centre.

### 4. Authority

In the course of their duties the post holder has authority over all trainees at the centre as laid down in centre operation procedures.

### 5. Principal tasks

The following is a list of the principal tasks of the Instructor, but is not exhaustive;

- a. Delivery of afloat training to trainees at the centre as required by the centre manager and by Ministry of Defence, Sea Cadet and RYA Documentation.

- b. Ensuring that the Health and Safety of trainees, staff and visitors to the centre are at all times maintained in accordance with current legislation and best practice.
- c. Ensuring adequate supervision of cadets and other young people at the centre so as fully to discharge his/her duty of care to young people.
- d. Assisting with maintenance of the centre including its buildings, site, boats, vehicles and equipment as required by the centre manager.
- e. Maintaining in date qualifications as required by the centre manager, as well as a current First Aid certificate.

## **6. 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.

## **7. Safeguarding**

All employees are expected to take responsibility for the young people under their supervision, and for the safeguarding of their moral, psychological and physical welfare in accordance with MSSC Child Protection and Safeguarding policies.

## **8. Health and safety**

The MSSC has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy, share its commitment and comply with the safety arrangements. For the purposes of health, safety and the environment, employees with line management responsibility are required to:

- Plan, organise, review and monitor the work of his/her department;
- Ensure the work place, substances, arrangements and equipment under his/her control are safe and fit for purpose;
- Provide or arrange resources to support health and safety requirements;
- Ensure persons under his/her control are competent to carry out the work required.

## **9. Data protection and information assurance**

In fulfilling their role, all employees are expected to comply with Data Protection legislation and MSSC policies and procedures on data protection, privacy and information assurance. All employees are expected to be appropriately qualified at all times in the level of Information Assurance knowledge required for their role.

## **10. Equal Opportunities**

The MSSC is committed to providing equality of opportunity, and has an Equal Opportunities Policy which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.