

## **JOB DESCRIPTION**

**Job title:** Development Worker (South West Area)

**Line Manager:** Volunteer & Business Support Manager

### **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 for the MSSC is:**

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

#### **We are guided by our values of:**

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

### **ROLE DETAIL**

The Development Worker is a full-time employee of The Marine Society & Sea Cadets (MSSC), and is a member of the Area staff normally based at the Area HQ.

Recruiting and developing the right number of capable and motivated volunteers with the right competencies to deliver an excellent sea cadet experience to a growing number of young people is a key part of the MSSC's Vision and Strategy to 2021.

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.

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 Primary Purpose of the Development Worker is to :

Support any MSSC adopted regional or national funded initiatives such as the Youth United projects or the Cadet Expansion Programme to recruit cadets and volunteers and support the development and retention of cadets and volunteers.

In discussion with the Area team, to work with those priority units that are in greatest need, either due to the quality of scarcity of the volunteers or the absence of cadets. To do this by providing 'on the ground' support to facilitate greater cohesion, communication, understanding and better working partnerships.

The post holder will work closely with other Delivery Partners and with our local staff, volunteers and young people to:

- a. Develop and deliver new units across the Areas as part of the Cadet Expansion Programme (CEP);;
- b. Recruit and support the delivery and development of training for new and existing volunteers;

- c. Recruit more young people to participate in SCC activities and assisting units to sustain their engagement for 12 months.
- d. To develop robust, long term, sustainable solutions by investigating (amongst others) the training, recruitment, marketing, fundraising, promotional and event needs of each unit.

## **KEY RESPONSIBILITIES**

The following is a list of the key responsibilities of the Development Worker but it is not exhaustive.

- a. Work with the Area team to identify 10 priority units and conduct a unit health check to establish the main support needs of each of these units.
- b. Producing a development plan and a supporting and enabling strategy for each priority unit that assists with the main support needs.
- c. Assist units in succession planning, devising sustainable recruitment strategies, deliver training to volunteers and help with succession planning and event management.
- d. To deliver presentations in schools to assist units in recruiting cadets and running taster days.
- e. To provide input on the SCC Command Course to provide assistance to Officers in Charge about the Development Worker role and how units can benefit.
- f. To assist Headquarters, Area, District, units and other development workers to deliver taster days and local, regional and national events.
- g. Promote good practice when managing, recruiting, and providing rewards and recognition of volunteers.
- h. To increase awareness of and access to the broad range of adventurous activities available for cadets, volunteers, schools and the public as part of the Sea Cadet experience.
- i. Work with colleagues, unit leads and volunteers across MSSC to generate ideas for projects, activities and campaigns that deliver the outputs of the project.
- j. Work directly and proactively with communities and/or in partnership with a number of organisations to effectively deliver promotional activities and events to support the project. This includes approaching volunteer centres, community centres, neighbourhood groups, schools, university students (via students union/volunteer coordinators), faith groups, public sector bodies, embassies, corporate partners and businesses. It will include attending community meetings to promote the programme and generate recruitment.
- k. Set up systems, processes and procedures as appropriate and required to gather, collate and monitor the data (including surveys) required by external sponsors or for evaluations and provide that data on a regular basis, as required. To provide support to volunteers to enable this to be done if required
- l. Maintain accurate records utilising existing internal databases and procedures to ensure that all programme activity, volunteer and young people information and financial information is collated and available to project funders for audit purposes.
- m. Lead, and/or work closely with colleagues, on the set up of new units in areas.
- n. Work creatively with colleagues, unit/group leaders, volunteers from MSSC as well as Development Workers from Partner organisations to generate resources and

materials as required to promote recruitment of adult volunteers and young people. This will include production of electronic flyers to schools, youth organisations, Local Authorities to promote the aims of the project.

- o. Work creatively with other partners to coordinate approaches utilising the widest possible range of media to attract young people to engage with MSSC, including You Tube, Facebook, Blogs, websites including, vinspired.com and MSSC website.
- p. Work proactively with local faith and community groups to promote volunteering for MSSC and to encourage diversity ie volunteers from Black and Ethnic Minority Groups, (BME).
- q. Work proactively within our organisation to ensure that existing recruitment methods for adult volunteers and young people are maximised, and respond in a timely manner to all queries.
- r. Develop and maintain effective relationships with stakeholders in the communities, co-delivery partners and other agencies to support the delivery of the project.
- s. Attend networking meetings, external meetings etc 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.

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Signed

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Print Name

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Date: