



**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.

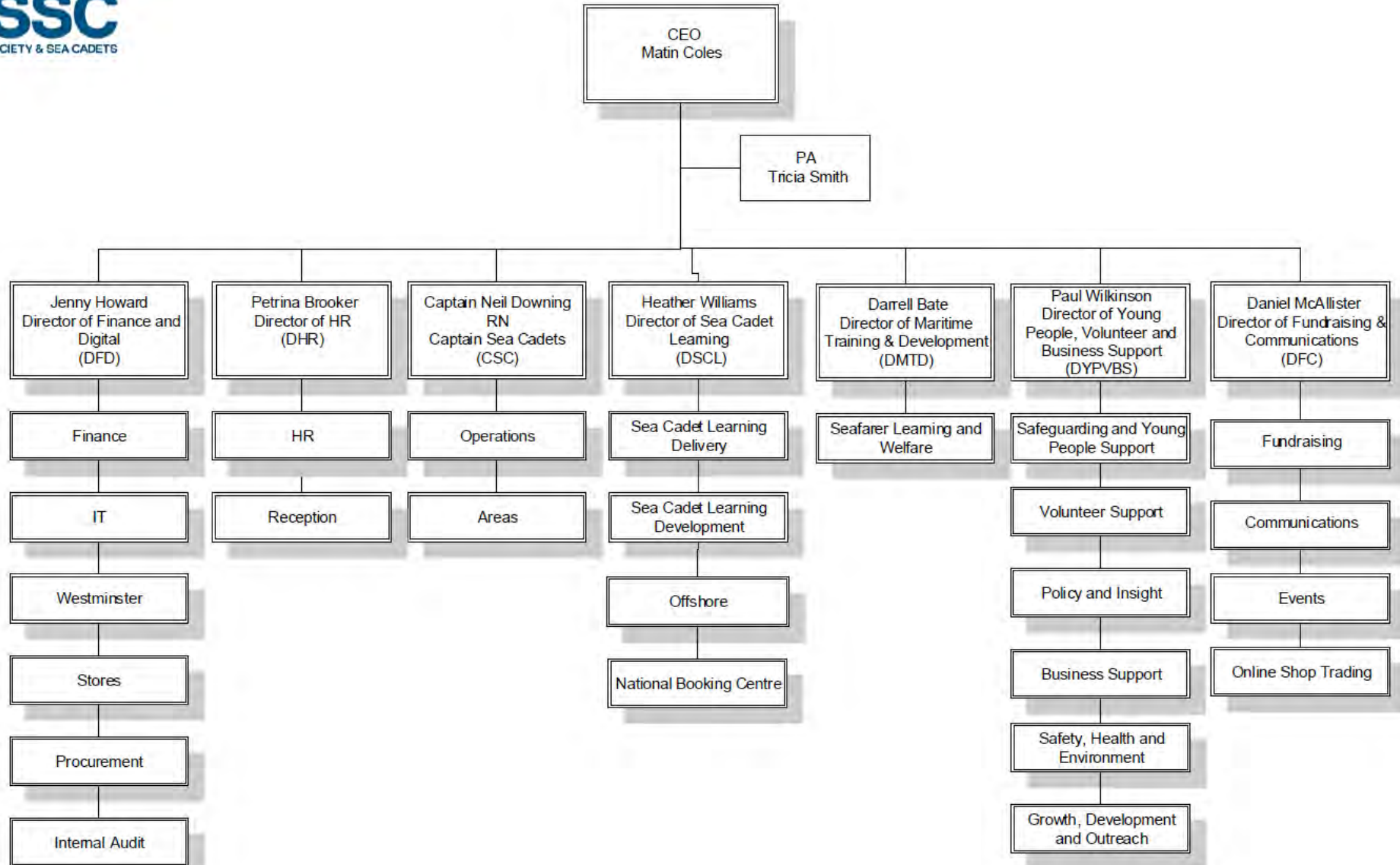
HONESTY & INTEGRITY

We are open and honest, and we treat each other fairly.

COURAGE

We do what we know is right and support our colleagues to do the same.







JOB DESCRIPTION

First Lieutenant, TS JACK PETCHEY

Job Title:	1 st Lieutenant (1 st Lt)
Line Manager:	Commanding Officer
Location:	Gosport, PO12 2AB
Contract:	Full time, Permanent

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

Every current and future seafarer and maritime professional skilled for life.

FOR SEA CADETS IN PARTICULAR

Every young person launched for life.

OUR VALUES

Respect, Loyalty, Self-Discipline, Courage, Commitment, Honesty & Integrity.

ROLE DETAIL

Our Offshore Fleet: MSSC's offshore fleet currently consists of two 42ft yachts, two modern power vessels and our flagship, TS Royalist, a 31m sail training brig (tall ship).

The role

1. The 1st Lt is an employee of Marine Society & Sea Cadets (MSSC) and is a member of offshore staff based on board TS Jack Petchey.
2. 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. The sailing season operates from March through to end of November. From December to February, the vessel undergoes winter maintenance, including a docking, usually in the Gosport

area, local accommodation will not be provided for during the winter period. The demands of a 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.

Purposes

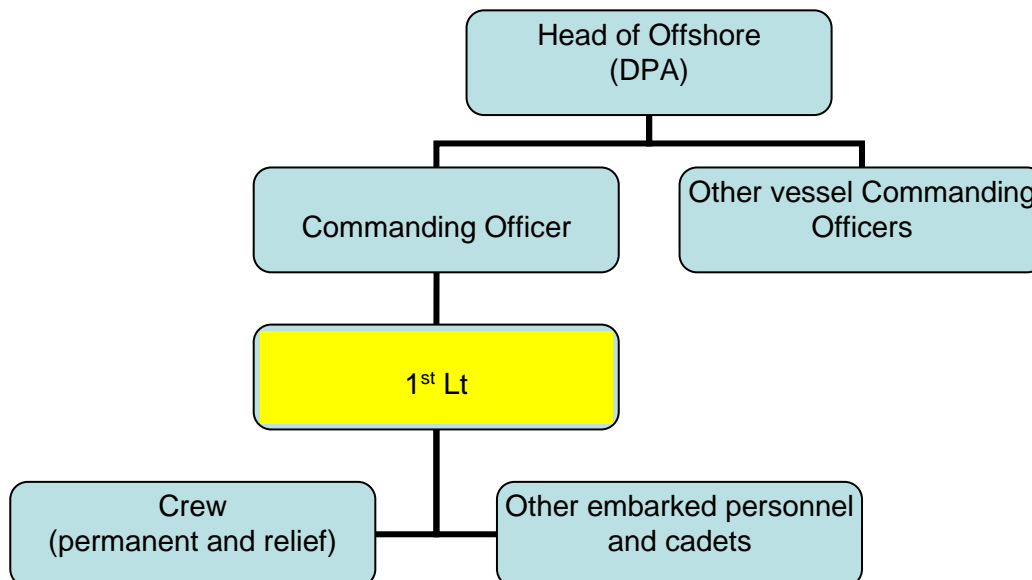
- 3. The primary purposes of the 1st Lt., are:
 - a. To be Second in Command of the Power Vessel, supporting the Commanding Officer in ensuring that the safety, discipline, morale, welfare and day to day employment of permanent crew members, relief staff, embarked personnel and cadets are appropriately managed.
 - b. To be Ship's Training Officer.
 - c. To be the Vessel Safety Officer.

Relationships

- 3. The incumbent will be required to work with:
 - a. Young people: The role requires working directly with young people in a mentoring, instructional, supportive and motivational capacity.
 - b. Adult crew members: The incumbent will be required to lead, motivate, and manage the development needs of the vessel's permanent and relief crew members.
 - c. Other MSSC colleagues: Within the Offshore Office and across the organisation.
 - d. Other external organisations: The role includes responsibility for the development and exploitation of public relations and fundraising opportunities.

Accountability

- 4. The incumbent will be line managed by the Commanding Officer, TS Jack Petchey, but has direct line of communication to the Designated Person Ashore in matters of safety.



Authority

- 5. The incumbent has authority over:
 - a. Permanent and relief crew of TS Jack Petchey, with the exception of the Engineer and the Commanding Officer. The incumbent has functioning authority over the engineer in regard

- to the management of the ship's daily routine.
- b. Other personnel and young people embarked on the vessel.

Key responsibilities

6.
 - a. To assist with safe navigation of the vessel.
 - b. To ensure compliance with the MSSC Offshore Safety Management System documentation at all times.
 - c. To stand deck watches 1 in 2 with the Commanding Officer when at sea.
 - d. To implement cadet and adult training programmes.
 - e. To ensure that all cadet activities are appropriately risk assessed and supervised.
 - f. To support the Commanding Officer in ensuring the safety, discipline, morale, welfare and day to day employment of permanent crew members and embarked personnel.
 - g. Line management of the Cook/Coxswain.
 - h. To organise and run ship's routine having due regard to the needs of the Cook/Coxn in planning meals.
 - i. To complete joining and departing paperwork for all visiting personnel.
 - j. To liaise with Offshore Operations and the Personnel Officer regarding crew lists, next of kin, medical and dietary details.
 - k. To oversee homeward travel arrangements for embarked cadets.
 - l. To be responsible for all Sea Cadet ceremonial evolutions on board.
 - m. To assist with MSSC events requiring involvement of TS Jack Petchey.
 - n. To be prepared to act as ship's tender helm.
 - o. To be responsible for the routine maintenance and serviceability of the ship's lifejackets, harnesses and other life-saving appliances; medical stores; and other equipment as prescribed within the vessels planned maintenance system..
 - p. To carry out general ship husbandry tasks.
 - q. To form part of the emergency action party and to manage First Aid medical treatment to casualties.
 - r. To assist with and to conduct safety and training audits.

Other duties

7. 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.

Safeguarding

8. 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.

Health and safety

9. All Offshore staff are required to fully familiarise themselves with the content of the Offshore Safety Management System (SMS) and are to embrace the offshore safety ethos and culture. Specifically, the SMS Chapter 7 and the relevant Annex pertaining to the vessel the incumbent is to be employed upon, is to be read and signed on the flysheet as being fully understood within seven days of joining the fleet. Being fully conversant with all vessel-specific Standard and Emergency Operating Procedures (SOPs and EOPs) is to be a high priority for all Offshore staff.
10. 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:
 - a. Plan, organise, review and monitor the work of their department.
 - b. Ensure the workplace, substances, arrangements and equipment under his/her control are safe and fit for purpose.

- c. Provide or arrange resources to support health and safety requirements.
- d. Ensure persons under their control are competent to carry out the work required.

Data Protection & Information Assurance

11. 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.

Equal Opportunities

12. The MSSC is committed to providing equality of opportunity and has an Equality & Diversity 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.

Signed: _____
Commanding Officer

_____ Date:
Print Name

Signed: _____
Postholder

_____ Date:
Print Name

Person specification

First Lieutenant, TS Jack Petchey

Essential	Desirable
Experience/work-based knowledge and qualifications	
Yachtmaster Offshore (Power) with commercial endorsement qualification (or Merchant Navy equivalent certificate).	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.
Knowledge of MGN280 and management of Life Saving Apparatus (LSA).	Experience of operating electronic maintenance systems and 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.
Good communication and 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.	
In possession and ability to maintain a valid ENG1 Medical Certificate.	
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 Office applications.	
Personal characteristics	
Well organised	
High personal standards	
Tactful and diplomatic	
Assertive	
Enthusiasm	

Person specification

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

Employment details

Location:	Based out of Gosport, PO12 2AB
Salary:	£32,500 gross per annum
Contract:	Full time, Permanent
Hours of work:	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]
Probationary period:	6 months
Notice:	3 months
Notice during Probationary Period:	2 weeks
Annual Leave:	104 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.

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.

