



**WORKING  
WITH US  
APPLICATION  
PACK**

# Contents

Message from Martin Coles, our CEO

What we do and our Impact

Our Values

Our Structure

About the Job – Job Description

About the Role – Person Specification

Employment Details

Benefits

# 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.

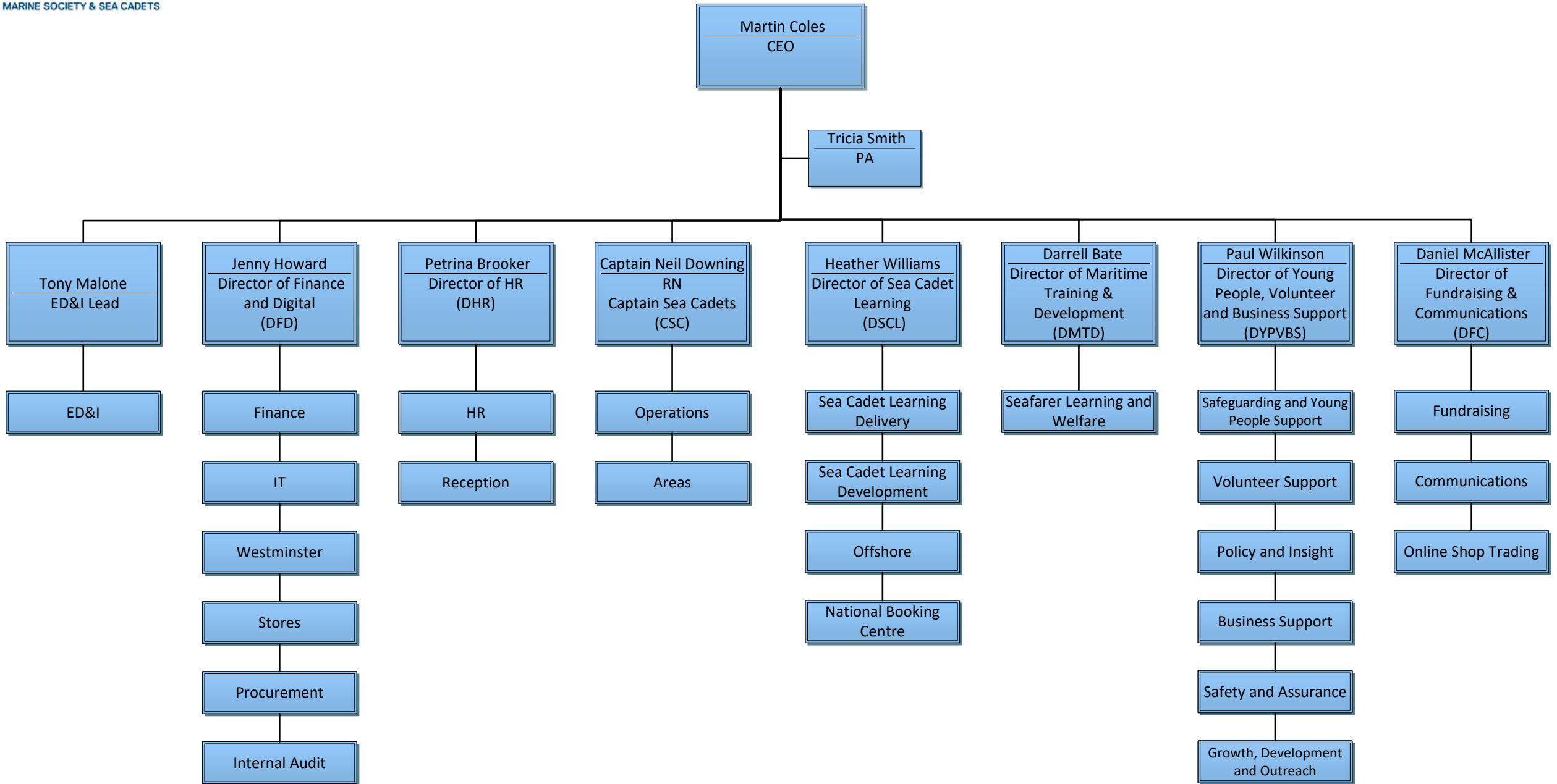
## HONESTY & INTEGRITY

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

**Job Title:** Head of Growth, Development & Outreach (Maternity Cover)  
**Line Manager:** Director of Young People, Volunteer & Business Support  
**Location:** Home based

## 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 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, Courage, Honesty & Integrity

## ROLE DETAIL

The **Head of Growth, Development & Outreach** reports to the Director of Young People, Volunteer and Business Support. The post holder will have overall responsibility for the MSSC's Growth & Development and Outreach teams and will work closely with the Head of Volunteering, the Assistant Director Business Support, the Captain Sea Cadets and members of the Area Teams, particularly the Area Officers and Volunteer and Business Support Managers (VBSM).

The Head of Growth, Development & Outreach will line manage the Growth & Development Team Leaders (GDTLs) together with the On-the-Water Co-ordinator and any other similar roles which may from time to time be appointed to support outreach projects.

The Head of Growth, Development & Outreach is a full-time employee of The Marine Society & Sea Cadets (MSSC).

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.

Occasional 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), especially within the areas.

# Job description

## PURPOSE OF THE ROLE

The post will act as the line manager for the MSSC's Growth & Development Team Leaders as well as providing technical guidance, support and advice on growth, development, volunteer recruitment and retention and other aspects of the Growth & Development work. The Head of Growth, Development & Outreach will ensure the consistency of processes and procedures amongst the GDWs, ensuring that best practise is shared and their skills are utilised to best effect in the growth and development of the Sea Cadets. The post will also manage any outreach programmes including the On the Water Project.

## KEY RESPONSIBILITIES

The following is a list of the principal (but not exhaustive) tasks of the post holder:

- Provide line management for the Growth & Development Team Leaders and through them the Growth & Development Workers, providing both management support and technical advice on growth, development and volunteer recruitment, retention and support functions.
- Contribute to the strategic development and sustainable growth of The Sea Cadets nationally.
- Support and advise Area Officers, VBSM's and Area Senior Staff Officers and others on the growth and development of the Sea Cadets.
- To accept, review and manage referrals from Area teams for growth and development projects, allocating projects to the most appropriate GDWs and ensuring the efficient and effective management of the work through project management approaches.
- Line manage the On-the-Water coordinator (fixed term contract), and any other similar roles and outreach projects that may from time to time be appointed.
- Lead and manage the effective implementation of new and ongoing projects that support outreach, growth, development, volunteer and/or cadet recruitment and retention, including but not limited to externally funded projects such as the DCMS Waiting List Project, liaising with and reporting to funders as required.
- Work with the Growth & Development Team Leaders, to ensure a consistent approach to the Growth & Development Workers' work across the Areas, liaising and working with the VBSMs.
- Develop and oversee the implementation of effective approaches for the opening of new sections and Units.
- Identify and implement effective approaches for the support, growth and development of existing Units, identifying interventions that make a difference, together with the best way of delivering those interventions.
- Work with the Growth & Development Team leaders, the Growth & Development Workers, Area teams and others to identify, record and share examples of good practice.
- Lead the piloting of innovative approaches to the support, growth and development of the Sea Cadets.
- Support and encourage staff and volunteers to identify opportunities and implement actions to help the Sea Cadets reflect the communities in which it operates.
- Ensure that the work undertaken by Growth & Development Workers is accurately and appropriately recorded and reported in a timely manner both internally and externally as necessary.



# Job description

- Provide opportunities for Growth & Development Workers to learn and develop their skills and experiences

## **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 and DBS checks and attendance at relevant safeguarding training.

# Person specification

## Head of Growth, Development & Outreach

Essential	Desirable
<b>Experience/work-based knowledge and qualifications</b>	
Educated to degree level or equivalent	Management qualification
Experience of managing and supporting a disbursed staff team	Experience of managing a disbursed team which supports volunteers
Experience of successful growth & development (in a Sea Cadet or other community organisation context)	Hands on experience in a community development role
Experience of working with volunteers and a good understanding of how to ensure they are effectively recruited, managed and supported	
Experience of working and/or volunteering in a voluntary youth organisation	
Experience of delivering externally funded projects through the effective support and management of both staff and volunteers	Experience of developing a funded project and negotiating with funders
Experience of liaising with and reporting to external funders	
<b>Core Competencies</b>	
Proven first class leadership skills, with the ability to manage a disbursed staff team through a number of coordinators / team leaders	
High level of relationship skills to ensure effective relationships with a wide range of people including funders, volunteers and young people	
Able to build strategic relationships both internally and externally	
Able to manage a diverse workload and competing priorities taking effective action to deal with them	
Able to analyse and deal with complex or difficult situations, with skill and discretion	
Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints	
<b>Personal Characteristics</b>	
Inspiring, energetic, enthusiastic and able to enthuse others	
Organised, proactive and results orientated	
Tactful, approachable, discreet and diplomatic	
Flexible & reliable, and adaptable to change	
<b>Other</b>	
Satisfactory pre-employment screening including enhanced DBS (or equivalent)	
Ability and willingness to undertake travel across the UK for the role	

# Employment details

<b>Location:</b>	Homebased with regular travel around the UK
<b>Salary:</b>	£47,000 gross per annum
<b>Contract:</b>	Full time, 12-month maternity cover
<b>Hours of Work:</b>	Core working hours will be 35 hours per week between 9:00am and 5:00pm Monday to Friday with one hour for lunch, unpaid. Occasional weekend and evening work is to be expected.
<b>Probationary Period:</b>	Three months
<b>Notice:</b>	Three months
<b>Notice During Probationary Period:</b>	One month
<b>Annual Leave:</b>	25 working days pro rata of paid holiday per annum, plus public and bank holidays observed in England and Wales, increasing to 29 days after two years' service.
<b>Training:</b>	We value our employees and are committed to providing relevant training opportunities where possible.
<b>Flexible Working:</b>	We offer flexible working, with an option to flex start and leaving times and offer a hybrid working approach whereby employees can choose to work remotely for up to 3 days a week if they wish.

# 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.

