



**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.

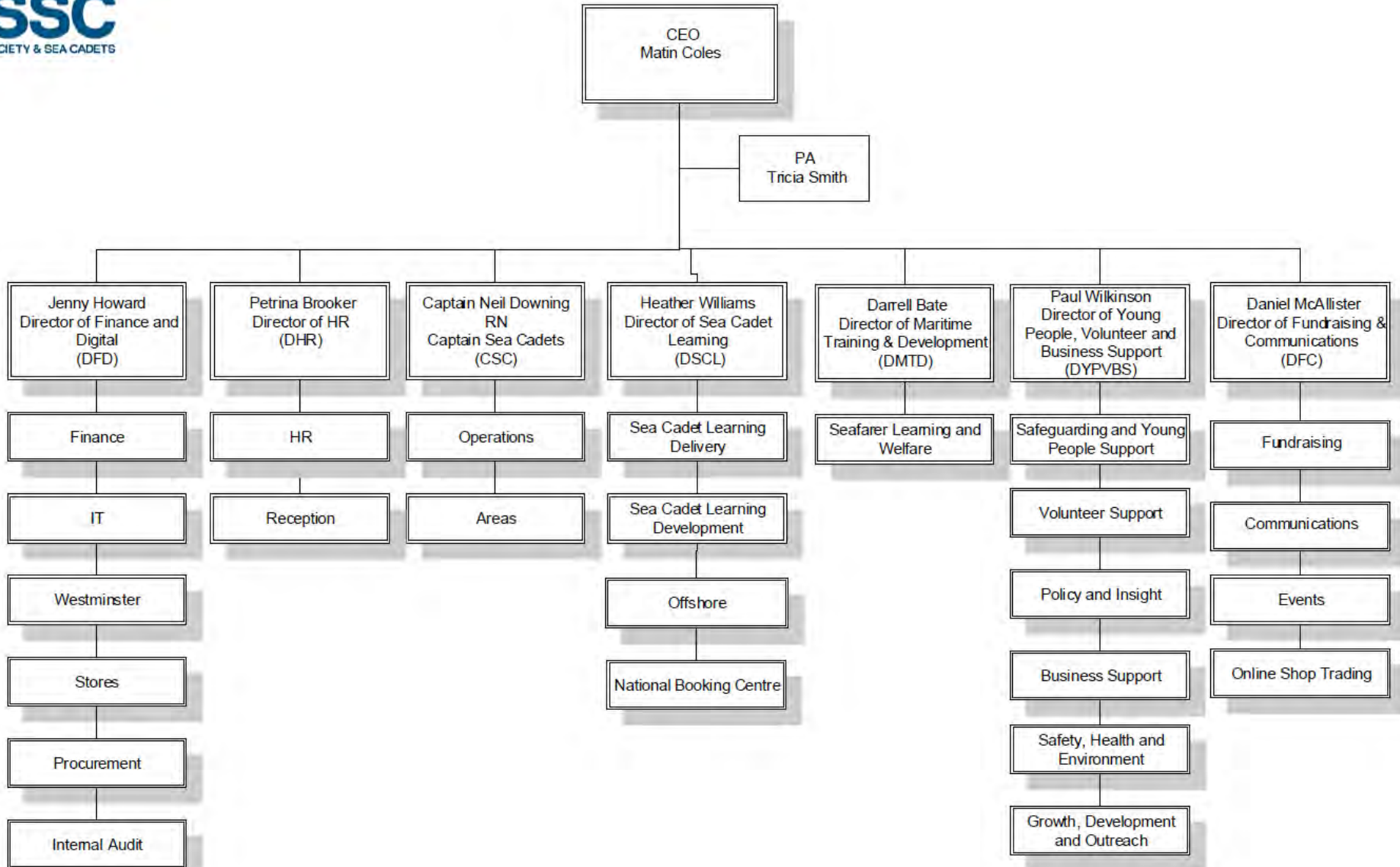
HONESTY & INTEGRITY

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: Instructor – Weymouth
Line Manager: Centre Manager, Chief Instructor (Functional)
Location: Weymouth National Boat Centre (WNBC), Dorset, DT4 8TZ

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 Instructor is instrumental in facilitating and delivering life changing, positive experiences for young people. They will work within the team to support both volunteers and young people whilst providing high quality, role model delivery. The post will require experience of dealing with people of all ages/backgrounds, in the delivery of activities, and equipment/facilities maintenance.

As a team player you will report to the Centre Manager, with a functional line from the Chief Instructor.

We are looking for a passionate practitioner, with a background in delivering activities both on and off the water, and experience of maintenance and procedures management. Experience of working with young people is essential.

The post holder benefits from a 51-day holiday allowance, working an average of not more than 44 hours per week across the year. The role will require weekend and evening commitments with occasional travel to other MSSC, Sea Cadet Corps (SCC) (and other organisation's facilities), especially within the Area, and to MSSC National Support Centre in London.

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 purpose of the Instructor is outlined here:

- As part of the team assist in the hosting and facilitation of activities and courses at WNBC.
- Deliver activities and courses appropriate to your qualifications under the guidance of the Chief Instructor.
- Lead on the maintenance and record keeping of shorebased facilities – particularly the indoor climbing facilities, mountain biking and shooting range.
- Assist in the wider maintenance and upkeep of the centre and its fleet of equipment.

Job description

KEY RESPONSIBILITIES

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

- A. Maintain in date personal qualifications relevant to the role, including first aid.
- B. Maintain a high standard of safety.
- C. Act as Duty Lead Instructor.
- D. Specifically lead on the day-to-day maintenance and upkeep of the shorebased facilities, including climbing, mountain biking and shooting.

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

Weymouth National Boat Centre Instructor

Essential	Desirable
Experience/work-based knowledge	
Sound knowledge and ability across a range of outdoor/watersports disciplines	Experience of working with young people
A demonstrable background in the delivery of high-quality activities to a wide client base	Experience in an outdoor centre setting
A strong awareness of health and safety policy and regulation	Experience across a range outdoor or watersports industry sectors
Experience of working with volunteers	Experience managing facilities
Excellent organisational skills	A proven track record in exemplary customer service
Good organisational and administrative skills with IT awareness across the Microsoft Office suite	
Core Competencies	
Communicating with internal and external parties – excellent communication and interpersonal skills	
Ability to build relationships, work effectively and flexibly	
Self-servicing – ability to self-serve and work unsupervised, organising own workload, meeting deadlines, and taking the initiative, whilst working as part of a team	
Flexibility – ability to adapt and be flexible in approach to work and programme management	
Safeguarding – ability and willingness to identify safeguarding concerns and report them appropriately	
Target driven – results orientated and ability to set and meet targets and to report against them to internal and external parties	
Qualifications	
Essential	Desirable
At least one of the following: RYA Dinghy/Powerboat/Windsurf Instructor or Paddle UK Coach/Leader	Any combination of additional boating or shorebased instructor/leader awards
At least one NGB recognised instructor award for climbing or mountain biking (Mountain Leader Training award, MIAS or British/Scottish Cycling)	VHF Short Range Certificate
To be working towards one or more of the desirable qualifications	Shooting Range Management Qualification
	Valid 18 hour First aid Certificate
	Bicycle/mountain bike maintainer certification

Person specification

Personal Characteristics
Ability to work as a member of a team, in person and when working at different sites/ locations
Inspiring, dynamic, energetic, enthusiastic, must enjoy working with people and be customer focused
Proactive, willing to take initiative and identify improvements and changes in process and practice
A supportive and enthusiastic approach to working with staff and volunteers
Ability to work with people with diverse skills, abilities and experience
Ability to promote issues of equality and diversity
Other
Satisfactory DBS (or equivalent) check
Ability and willingness to work evenings and weekends as required
Holds full UK driving licence (Clean), trailer and/or minibus entitlements are an advantage

Employment details

Location:	Weymouth National Boat Centre (WNBC), Dorset, DT4 8TZ
Salary:	£27,000 gross per annum
Contract:	Full time, Permanent.
Hours of Work:	Working hours will vary, to be determined by Training Programme, but will not exceed an average of 44 hours per week through the duration of employment.
Probationary period:	Three months
Notice:	One month
Notice during Probationary Period:	Two weeks
Annual Leave:	51 working days paid holiday per annum, this includes public and bank holidays observed in England and Wales.
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.

