



## **Ocean Youth Trust Scotland**

### **Sailing & Development Manager**

#### **Job Purpose**

This is a key role within the senior management team of Ocean Youth Trust Scotland (OYTS) and is responsible to the General Manager for the efficient management, operation and safety of the Trust's vessels, this includes the first line management of sea staff and volunteers whilst they are sailing. Crucially, this post, in conjunction with the General Manager, will lead, maintain and oversee the highest standards of sailing expertise, training and development across all the young people, volunteers and staff who are the core of the Trust's activities. OYTS prides itself on its record of high quality and life changing youth work delivered through the medium of sailing and this post is key to the Trust maintaining the appropriate behaviours, culture and expertise, challenge and fun within these activities ashore or at sea. Finally, in support of the Trust and its activities, to act as ambassador for the Trust at all times through a programme of contact with young people, volunteers, client organisations and schools and partners & funders.

#### **Key Responsibilities**

##### **Sailing Programme**

1. To agree with the General Manager a vessel programme and annual budget which ensures the delivery of the objectives of OYTS and any funding programmes.
2. Ensure the implementation of the agreed sailing programme.
3. Ensure all administration systems and records, in compliance with Department of Transport requirements, essential to the running of the vessels, are in place and maintained.
4. Ensure OYTS's Equal Opportunities Policy is applied fully with regard to both personnel and services to clients.
5. Ensure the fleet is operated and maintained within the guidelines and regulations set out in the following; OYTS Safety Management Manual, Marine and Coastguard Agency Code of

Practice for Small Commercial Sailing vessels, and compliance with all UK and International Maritime Law.

6. To sail as skipper or relief skipper as required and fill in as necessary for any other ships' staff position.
7. Act as Principal for Ocean Youth Trust Scotland as a recognised RYA Sea School and liaise with all relevant regulatory bodies.
8. Ensure that evaluation and feedback material and effective use of social media channels is completed from the voyage and that sea staff complete all required paperwork to allow reporting to funders
9. To work with the Membership & IT Co-ordinator in delivering a young leader development voyage and those support those young volunteers to become members of the Youth Forum.

### **Volunteers and Sea Staff**

1. Recruitment and appointment of Skippers and 1<sup>st</sup> Mates, both staff and volunteers.
2. To act as first line manager for sea staff.
3. To act as line manager for volunteers whilst they are sailing.
4. Monitoring and supporting of volunteers and staff to ensure the maintenance of high standards of sailing and the most effective outcomes for young people.
5. Development of an appropriate schedule of regular training and refresh activity and consideration of sea-staff succession planning.
6. Production of a staffing rota (both paid and voluntary) that ensures that staff levels are maintained within the guidelines set out by OYTS and the MCA, whilst ensuring that holiday entitlements are taken by staff.
7. Recruitment, training and placement of voluntary sea-staff, with support of the Membership & IT Co-ordinator.
8. Handling the first stage of any grievance or disciplinary procedure with professional and voluntary sea-staff.
9. Ensuring high standards of health and safety are maintained throughout the organisation.

### **Resources**

1. Maintain, and ensure regular review and updating of a long-term maintenance plan for the fleet and associated equipment.
2. Ensure the fleet and associated equipment are maintained to the highest standard.

3. Undertake the agreed purchase of equipment and negotiation of any contracted maintenance for the fleet ensuring best possible terms.

### **Safety & Financial Management**

1. In conjunction with the General Manager, support the work of the Board and its sub-committees, particularly with regard to safety and offer support and direction as necessary to the work of the Safety Sub-Committee.
2. Oversee all operational implications of the Trust's approach to safety through its Safety Management System and if necessary, bring to the Board's attention any safety or safety related matters which are of relevance to the Trust.
3. In conjunction with the General Manager, develop a draft annual refit budget to the General Manager and to operate within the agreed budgeted spending authorities.
4. Ensure that all financial matters pertaining to the vessels are managed in accordance with standard operational procedures outlined in the OYTS Safety Management Manual.

### **Sponsorship and PR**

1. Ensuring vessels are available for any PR events booked into the programme and that it is in the best possible condition and with staff available to support the event.