



GORDONSTOUN

Broader experiences, broader minds



CENTRE MANAGER - CHIEF SAILING INSTRUCTOR

Reports to: Sail Training Coordinator

Job Purpose: The Post Holder would act as RYA Chief Instructor at our sailing base in Hopeman and facilitate the delivery of our small boat sailing programme. Sailing activities are usually timetabled out with the academic day (usually afternoons and weekends) leaving time in the working day for boat maintenance and other tasks and there is an expectation that the post holder will also be involved in an area of the school beyond their sailing instructing duties.

Activities at the Hopeman Sailing Centre are currently undergoing a review with an aim to widening access and encouraging wider community involvement. It is hoped that the Post Holder will take a central role in this initiative by leading the changes to our facilities at Hopeman and promoting outreach with the local community.

In addition, candidates would be expected to contribute to the wider life of the school in other ways, in either a teaching or nonteaching capacity.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

RYA Chief Instructor

- To instruct students in all aspects of dinghy sailing following the RYA Dinghy Scheme.
- To instruct Powerboat sessions with a view to participants gaining RYA qualifications
- To mentor students with advanced sailing skills and facilitate their participation in external coaching courses such as the RYA Academy events.
- To ensure that all activities are run within the Safety Management guidelines and policies for the site, including compliance with RYA RTC requirements.
- To liaise with Gordonstoun staff assigned to assist with the running of the above activities and to mentor their training.
- To ensure that harbour safety rules and bylaws are followed.
- To lead the decision-making process on the cancellation of sessions in the event of adverse conditions.
- To liaise with the Harbourmaster and other harbour users to ensure that the School's activities are carried out in a way that does not inconvenience or endanger others.

Centre Manager

- To manage the day to day safe and effective delivery of activities on the water at Hopeman.
- To lead the initiative to promote outreach with the local community and take a central role in leading the changes to allow others to access our facilities at Hopeman.
- To liaise with local community groups to promote the courses on offer and manage bookings.

- To ensure that the facilities at Hopeman are maintained and managed in a safe and efficient manner.
- Together with the Center Principle, design the water sports and sailing activities programme for Gordonstoun students and members of the wider public.
- To liaise with groups of Gordonstoun students and ensure the efficient running of the after-school watersports programme.

Boat Maintenance

- To maintain the boats used at Hopeman and repair (or arrange repair of) any defects.
- To carry out weekly checks to ensure that all boats comply with minimum standard of maintenance, remain seaworthy and are free of defects.
- To ensure that the loose gear inventory is correct in all boats.
- To ensure that any boats left in the water are securely moored and regularly checked. NB Boat checks may have to be carried out more frequently during periods of bad weather.
- To carry out weekly engine checks on safety boats and ensure that fuel is replenished when needed.
- To ensure that the boat shed and stores are kept clean and tidy and that all gear is correctly stowed at the end of each session.
- To assist with the slipping and launching of boats including towing on the road if suitably qualified.

Safeguarding children

- To have responsibility for promoting and safeguarding the welfare of children and young persons for whom he is responsible, or with whom he comes into contact.
- To adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • RYA Senior Dingy Instructor • RYA Safety Boat Certificate • RYA First Aid Certificate • RYA Powerboat/Safety boat/APB Instructor • VHF Certificate 	<ul style="list-style-type: none"> • RYA Powerboat Instructor • DI Minibus endorsement D I E Towing endorsement • Coaching qualifications • Outdoor Leadership Qualifications • Additional leadership, instructional or coaching awards applicable to the following activities (kayaking, canoeing, SUP, Surfing). 	Run a practical sailing session
Experience	<ul style="list-style-type: none"> • Proven experience as Chief Instructor at RYA Recognised Training Centres. • Practical experience of Safety Management and Dynamic Risk Assessments • Experience of maintaining inspection records and organising repairs 	<ul style="list-style-type: none"> • Experience of delivering outdoor and adventurous activities in an educational establishment, outdoor education centre or outdoor education organisation. 	Interview References
Skills & Personal Capabilities	<ul style="list-style-type: none"> • Good interpersonal skills • Motivated and enthusiastic • Ability and willingness to learn • Willingness to contribute to the schools ethos and educational philosophy. 	<ul style="list-style-type: none"> • Good administration ability including the efficient use of Word, Excel, PowerPoint, Internet and Email. 	Run a practical sailing session

	<ul style="list-style-type: none"> • Have experience of successful team working and be committed to a team based approach. • Exceptional organisational and planning skills with excellent timekeeping and attendance • Excellent communication skills, both verbal and written. • Ability to manage the day to day operations and the regular administration and maintenance of equipment. 		
Personal Qualities	<ul style="list-style-type: none"> • Highly refined communication skills. Ability to communicate and interact professionally with all students and staff. 	<ul style="list-style-type: none"> • The ability to use a range of coaching approaches to ensure all students have the same opportunities to develop and progress. • A well-developed level of personal skill and competency in a number of activities. Being active in outdoor sports. Performs at a high level in a specific discipline or sport. 	Application form and Interview
Safeguarding	<ul style="list-style-type: none"> • An in-depth, working knowledge and understanding of Safeguarding & child protection issues relevant to the post. 		References