



Job Description – Staff Cadet, Ocean Youth Trust South

- 1 This job description is a guidance document expanding on the contract of employment. It does not form part of the contract and is included as a non-exclusive expectation of the day-to-day duties and responsibilities of the full time Staff Cadet of an Ocean Youth Trust South vessel.
- 2 The principal aim of Ocean Youth Trust South is to offer personal development through adventure under sail to young people aged 11 to 25 from the widest possible range of backgrounds, taking young people right out of their familiar environment and encouraging them to face new challenges, enjoy new experiences, make friends, work as a team, acquire new skills and, above all, develop their confidence.
- 3 In addition to the above, Ocean Youth Trust South also provides adult sailing and training opportunities. The aims of such activities vary from voyage to voyage but the same high level of seamanship and personal/public relations is expected from the Staff Cadet.
- 4 The Staff Cadet will support the Staff Skipper in delivering the services of Ocean Youth Trust South. The Staff Cadet is responsible firstly to the Staff Skipper, and ultimately to the Chief Executive and the Board of Trustees. Because of the central nature of the Staff Cadet's role, enthusiasm and high motivation are essential.
- 5 Staff Cadets are required to live on board the vessel during the normal operational season. The use of charter vessels will be subject to separate arrangements.
- 6 During winter refits, accommodation is provided for the Staff Cadet. Due to the need to supervise volunteer refit helpers, the Staff Cadet may need to work during some weekends through the winter refit, and take their days off mid-week.
- 7 The Staff Cadet's role is offered on a two-year fixed contract (subject to the termination clause at section 9 of the contract). Pursuant to the Ocean Youth Trust South's objective of offering personal development, the role of Staff Cadet is an ongoing training and development role. Over the course of the two year contract the Staff Cadet will receive the opportunity to obtain the following qualifications: RYA/DOT radiotelephone SRC certificate of competence, RYA Diesel Engine Certificate, RYA Radar Certificate, RYA First Aid at Sea Certificate, MCA Proficiency in Medical First Aid Aboard Ship, MCA Proficiency in Medical Care Aboard Ship, RYA/DOT Small Craft Basic Sea Survival, RYA National Powerboat Certificate level 2, RYA Day Skipper theory, RYA Coastal and Yachtmaster theory, RYA Day Skipper Practical and RYA Yachtmaster Coastal or Yachtmaster Offshore practical. At the end of the two-year contract the Staff Bosun should be well qualified and suitably experienced for a career in the sailing industry and will be expected to make way for a new Staff Cadet.

Specific Duties and Responsibilities

Specific duties and responsibilities include but are not limited to:

1 Care and Development of Young People

- a. assisting the Skipper in ensuring the safety and good conduct of young people in the crew both at sea and in port.
- b. taking a key role in helping the young people settle happily on board and find out about the vessel's routine.
- c. ensure that all voyage evaluation material and feedback from young people and clients is collected and submitted to the office in a timely manner.

2 Navigation and Seamanship

To assist the Skipper with the safety and security of the vessel, its equipment and crew at all times whether at sea or in port including the following:

- a. working on deck whenever required by the Skipper and playing a major part under the mate or Skipper in command
- b. assisting with the berthing and leaving berth manoeuvres, and sail changes, hoists and drops
- c. completing a third mate's assessment as soon as practicable and then a second mate's assessment in due course. An exceptional candidate may be given the opportunity of as first mate's assessment.
- d. being completely familiar with the vessel's layout, facilities and stowage
- e. ensuring that everything on the boat is properly stowed at all times
- f. when required by the Skipper, to take charge of the dinghy and ensure good boat handling and correct safety procedures
- g. assist with the correction of the vessel's charts.
- h. assist the Skipper in ensuring that the Voyage Handbook is kept up to date.

3 Safety of Vessel in Port

- a. remain on board the vessel at the Skipper's request (which may be when other members of sea staff and crew are ashore)
- b. ensure the vessel is maintained to a high standard of cleanliness and presentation whenever the vessel is alongside or any other time the vessel is on view to the public.

4 Domestic

- a. ensure all domestic routines on board, including cooking and cleaning, are carried out satisfactorily to a standard set by the Skipper
- b. cope with any aspect of the galley when the Skipper requests
- c. take responsibility for the victualling of the vessel under the Skipper's guidance, and the stowage of the same.

5 Maintenance and refit

- a. assist the Skipper and Engineer with ensuring the vessel and its equipment are maintained in a safe and seaworthy condition at all times.
- b. report all defects to the Skipper and record in the Defects Book.

- c. support the Engineer in carrying out day to day maintenance of the vessel and the repair of any defects that occur as directed by the Skipper
- d. assist the Skipper and Engineer with the annual refit of the vessel to the standards required by the Skipper, Ocean Youth Trust South and external legislation and codes of practice.
- e. comply with the instructions relating to safety and maintenance standards issued from time to time by the Skipper or employer.
- f. help to manage the refit house occupied by staff and volunteers (including organising cleaning, tidying, victualling, cooking).

6 Personal Development

- a. The Staff Cadet will be given training in as many aspects of maintaining, operating and running a commercial sail training vessel as possible. If not already an assessed Ocean Youth Trust South mate, they should aim to qualify as a mate as soon as possible.
- b. The Staff Cadet is expected to acquire seamanship skills as set out in the Ocean Youth Trust mates' assessment forms and also to work through the RYA logbook syllabus. Over a two-year period commencing from the date of employment and subject to satisfactory performance, Ocean Youth Trust South will endeavour to assist in the Staff Cadet in gaining the necessary qualifications to apply for paid work elsewhere in the sail training industry.

7 Health & safety and other legal requirements

- a. comply with the requirements of the H&S, Merchant Shipping and other relevant legislation, as amended from time to time.
- b. under the Skipper's guidance, help ensure that other relevant legislation (e.g. relating to safeguarding) is complied with.

8 Relations with voluntary supporters

- a. maintain good relations and communication with all the volunteers, especially support groups and voluntary sea staff.
- b. encourage the recruitment of suitable voluntary sea staff and other voluntary support.

9 Public Relations

- a. in conjunction with the Skipper, Chief Executive, other staff, local support groups and the board of trustees, make best use of any opportunities to promote and publicise the Trust.
- b. attend and speak at presentations to young people, boat shows and other events designed to publicise the activities of the Trust, if required.
- c. ensure that photographs, videos etc. are obtained on every voyage where we have photo consent for any participants. Ensure that no images are retained for young people where we do not have photo consent.
- d. ensure that OYT South's social media platforms are kept up to date with a regular supply of positive and interesting material.
- e. Staff Cadets are expected to be mindful of their position and avoid conduct, either their own or that of the crew or sea staff that could cause adverse comment.

10 Equal Opportunities

- a. Avoid any conduct on board of a discriminatory nature.

11 Administration and Finance

- a. maintain up to date and accurate financial, administrative and personal records and submit these to the office in a timely manner.
- b. operate within the budgetary and financial guidelines set out by the Staff Skipper and the employer.
- c. exercise proper care and control of all Trust monies and other assets and resources in the Staff Cadet's care.

12 Other Duties

- a. attend meetings, seminars and training sessions as required by the employer.
- b. Become and remain familiar with the requirements of the Ocean Youth Trust South handbook, as amended from time to time, and help the Skipper ensure that the authorised standards of operating contained therein are strictly followed.
- c. ensure that other reasonable instructions issued by the Skipper or employer are obeyed.
- d. liaise with the Skipper to resolve local issues or difficulties and routine administration as required.
- e. co-operate fully with all relief skippers appointed to the vessel and help ensure that the standing orders and operating practices as set out in the Ocean Youth Trust South handbook are adhered to.