



## Introduction

# Staff Skipper, Ocean Youth Trust South

Ocean Youth Trust South uses Adventure Under Sail for the personal development of young people aged 12-25. A majority – though not all – of our young crew members come from disadvantaged backgrounds. This can include young carers; children who have been bullied, bereaved, abused or neglected; young people in care; individuals with physical or learning difficulties or emotional or behavioural problems; young people from families affected by substance abuse or mental health issues; those who have been excluded from school; young people not in education, employment or training; young offenders; and many more. But crew members can also come from mainstream backgrounds and may include high achievers or people working towards the Duke of Edinburgh's Gold Award.

All this means that while young people can and do learn to sail with us, the priority on most voyages is about using the vessel and the sea to develop things like confidence, teamworking, coping with unfamiliar situations, dealing with setbacks, communication and co-operation.

The role of the staff skipper is therefore just as much about youthwork as it is about seamanship and sailing or instructing.

OYT South's current vessel, *John Laing*, is a 72-foot steel ketch which sails with up to 12 young people plus five or six adult staff and volunteers. Apart from the skipper, OYT South's other paid seagoing staff member is the Staff Bosun, a two-year training role which normally operates as an entry point to the sail training industry. Volunteer sea staff bring varying levels of experience, from young people who have excelled as crew members and been invited back to join the volunteer team, through to yachtmaster instructors. The staff skipper has to manage, motivate, support and train volunteers, some of whom may only sail with OYT South for a week or so each year and therefore, whatever their sailing experience, may be relatively unfamiliar with *John Laing* and her routines.

OYT South has an excellent reputation for client relationships and repeat bookings. The staff skipper will be expected to work closely with all those referring young people to sail with us to ensure the best possible outcomes for all involved.

The staff skipper works on a pattern of roughly four weeks on board and two weeks ashore during the sailing season from March to November. The periods ashore include relief time but also time for administration. During the winter the skipper manages the vessel refit and normally works five-day weeks, with some weekend working and weekdays off in lieu.

The salary range is expected to be £20,000 - £24,000.





## **Job Description**

### **Staff Skipper, Ocean Youth Trust South**

#### **Main purpose and scope of the job**

Ocean Youth Trust South offers adventure under sail as a personal development opportunity for young people from the widest possible variety of backgrounds, using our sail training vessel *John Laing*. The Staff Skipper is responsible to the Chief Executive and ultimately the Board of Trustees for the safety and navigation of the vessel; for managing the educational and developmental experiences of the young people on board the vessel; and for maintaining good relations with OYT South's extensive membership of volunteers and with clients and the general public.

#### **Position in organisation**

**Reports to:** Chief Executive

**Responsible for:** Staff bosun and volunteer sea staff

**Budget responsibilities:** The Chief Executive draws up the budget for vessel operations and maintenance, in consultation with the Staff Skipper, Treasurer and Trustees; but the Staff Skipper will be responsible for a considerable proportion of the day-to-day expenditure.

#### **Duties and key responsibilities**

Specific duties and responsibilities include but are not limited to:

##### **1 Navigation and seamanship**

The safety and security of the vessel, its equipment and crew at all times, whether at sea or in port.

##### **2 Care and development of young people**

- a) Ensuring that every opportunity is taken to promote the social and personal development of the young people on board.
- b) Encouraging the enjoyment and participation by young people in as many activities as possible.
- c) Taking responsibility for the safety and good conduct of young people in the crew both at sea and in port.

##### **3 Clients and group leaders**

- a) Working with all organisations who send young people to sail with OYT South to promote good relationships and achieve the best possible outcomes through OYT South voyages, both for the organisations and for the young people themselves.
- b) Working with adult leaders sailing on OYT South voyages to ensure that they have the best possible experience during OYT South voyages, both for themselves and for the young people in their group.

#### **4 Maintenance and refit**

- a) Ensuring the vessel and its equipment are maintained in a safe and seaworthy condition at all times.
- b) On a day-to-day basis, manage the annual refit of the vessel to the standards required by OYT South and external legislation and codes of practice.
- c) Comply with the instructions relating to safety and maintenance standards issued from time to time by Chief Executive or employer.
- d) Ensuring that the vessel is kept in a clean, tidy and presentable state at all times when this is practicable.

#### **5 Health and safety, and other legal requirements**

- a) Complying with the requirements of the H&S, Merchant Shipping and other relevant legislation, as amended from time to time.
- b) Ensuring that other relevant legislation (e.g. relating to the care of children, and child protection) is complied with.

#### **6 Relations with voluntary supporters**

- a) Maintaining good relations and communication with all the volunteers, especially support groups and voluntary sea staff. The skipper will be assisted in this activity by Chief Executive.
- b) Encouraging the recruitment of suitable voluntary sea staff and other voluntary support. The skipper will be assisted in this activity by the Chief Executive.

#### **7 Public relations**

- a) In conjunction with the Chief Executive, local support groups and the Board of Trustees, making best use of any opportunities to promote and publicise the Trust.
- b) Attending and speaking at presentations to young people, boat shows and other events designed to publicise the activities of the Trust.
- c) Staff skippers are expected to be mindful of their position as temporary guardians of young people and avoid conduct, either their own or that of the crew or sea staff, that could cause adverse comment.

#### **8 Safety of vessel in port**

It is the skipper's responsibility to ensure that he has handed over responsibility to an authorised person before leaving the vessel when in port.

An authorised person may be another OYT South staff member, volunteer or paid mate, Trustee or Marina staff. It is the skipper's responsibility to ensure that the responsible person is suitably briefed before his departure.

A group leader or other paying passenger shall not be left in sole charge of the vessel at any time (unless they meet one of the other authorised categories)

The Chief Executive should be informed if an unplanned protracted absence is necessary.

#### **9 Equal opportunities**

- a) Promoting access to the Trust's resources for all people regardless of age, gender, sexual orientation or marital status, race, religious beliefs, nationality, ethnic or national origin, disability, part-time working or responsibility for dependants.
- b) Encouraging young people to be aware of equal opportunities issues
- c) Avoiding any conduct on board of a discriminatory nature

## **10 Administration and finance**

- a) Maintaining up to date and accurate financial, administrative and personal records and submitting these to the Chief Executive in a timely manner.
- b) Operating within the budgetary and financial guidelines set out by the Chief Executive and the employer.
- c) Exercising proper care and control of all Trust monies and other assets and resources in the skipper's care.

## **11 Other duties**

- a) Assist the Chief Executive and employer in generating a draft sailing programme.
- b) Attend meetings, seminars and training sessions as required by the employer.
- c) Being familiar with the requirements of the OYT South handbook, as amended from time to time, and ensuring that the authorised standards of operating contained therein are strictly followed.
- d) Being familiar with the OYT South Voyage Handbook and Systems Manual, and ensuring that all voyage operations conform to the standards contained therein. Working with Chief Executive, ensuring that the Voyage Handbook and Systems Manual is kept up to date as required.
- e) Ensuring that other reasonable instructions issued by the Chief Executive or employer are obeyed.
- f) Liaising with the Chief Executive to resolve local issues or difficulties and routine administration as required.
- g) As part of their duties, the Staff Skipper may from time to time be required to sail as First Mate with a more experienced skipper.



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## **Person Specification Staff Skipper, Ocean Youth Trust South**

The ideal candidate will have a background in sail training with young people, with a commitment to excellence and to delivering high-quality, safe sail training voyages. Exceptional candidates with a relevant sailing/youthwork background but from outside the sail training world are welcome to discuss the possibility of a familiarisation voyage with us.

You should be a Cruising Instructor or capable of achieving that qualification before appointment, and you must have a minimum of 15,000 miles logged offshore, a Commercial Endorsement, ENG1 medical, a Criminal Records Bureau Enhanced Disclosure and a driving licence.

We will also be looking for experience in managing teams of people sailing vessels larger than 65 feet overall.

Anyone skippering an Ocean Youth Trust South vessel should pass a formal Ocean Youth Trust Skipper's assessment with an authorised assessor. The assessment takes place during a standard voyage with young people. It includes planning and day-to-day management of the voyage and will also include a number of simulated emergency situations.

**For further information, contact:  
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