



## **Job Description – Staff Skipper, Ocean Youth Trust South**

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 Skipper of an OYT South vessel

### **Giving Young People the Skills to Succeed in Life**

OYT South uses Adventure Under Sail for the personal development of young people aged 11-25. 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 skills and qualities such as confidence, teamworking, coping with unfamiliar situations, resilience, dealing with setbacks, communication, co-operation and mental wellbeing.

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

It is important that the Staff Skipper creates a healthy, safe and welcoming environment at any time young people are with OYT South, whether that be ashore or afloat. The Staff Skipper plays a key role in ensuring the young people who sail with us are listened to and kept safe from harm. The Staff Skipper must demonstrate best practice in child protection and be able to safeguard children and young people taking part in activities with us from physical, sexual or emotional harm. They must be able to recognise signs of possible abuse of a child and be able to record and respond to accidents, complaints and to alleged or suspected incidents. The Staff Skipper must be fully committed to promoting the general welfare, health and full development of young people when with us.

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. This will include providing detailed reports and other information that may be required by the Chief Executive to provide feedback to referring agencies, donors etc

### **Adult sailing**

In addition to the above OYT South also provides occasional 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 Skipper.

### **Sea staff support and development**

OYT South's vessel, *Prolific*, is a 33-metre ketch which sails with up to 15 young people plus up to 8 adult staff and volunteers. 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 *Prolific* and her routines.

The Staff Skipper acts as the line manager for the Staff Engineer and any other paid seagoing staff and is responsible for their training and development.

### **A safe vessel**

The Staff Skipper is responsible to the Chief Executive and ultimately the Board of Trustees for the safety, navigation and maintenance of the vessel. This should always be achieved to the highest of standards and in full compliance with any regulations set by any international, national or local authority flag state or other body that may apply; together with any directive or operating procedure set by the Chief Executive or Board of Trustees. This includes operating any vessel on behalf of OYT South in accordance with environmental legislation and minimising any adverse impact on the marine environment.

The Staff Skipper must have sufficient grasp of the technical aspects of the vessel to be able to keep *Prolific* and her systems running to a safe standard and minimise any unforeseen downtime during the sailing season.

### **Lifestyle**

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. Staff skippers are required to live on board the vessel during the normal operational season. Refit accommodation will involve living on board when it is safe and practicable to do so; otherwise alternative accommodation will be provided. The use of charter vessels will be subject to separate arrangements.

As part of this role, the Staff Skipper may be required to sail on certain voyages in the role of first mate, supporting another qualified and experienced skipper.

The Staff Skipper is a key person in delivering the services of OYT South. Because of the central nature of the skipper's role, enthusiasm and high motivation are essential to this role.

## **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 *Prolific*. 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 engineer, any other paid seagoing staff, 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 which 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, managing the annual refit of the vessel to the standards required by OYT South and external legislation and codes of practice.
- c) Complying 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 safeguarding of children and vulnerable adults) 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 the 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 s/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 her/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, marital status, gender identification, 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.

## **11 Assessments and qualifications**

The staff skipper may be required to sail either as the skipper or first mate on OYT South voyages, and should possess the skills and qualifications required for these roles, as set out in the following assessment forms. The staff skipper will have successfully completed a skipper's assessment with a recognised Ocean Youth Trust assessor prior to formal appointment.

# **Skipper's assessment**

## **1. QUALIFICATIONS**

Candidates must realise that these are the minimum requirements and that possessing them is not an automatic passport to promotion within the sea-staff. Candidates should present their RYA and/or OYT log-books to the assessor at the beginning of the assessment period.

At the time of assessment to Skipper status, the candidate must hold the following qualifications as a minimum.

1.1	RYA Yachtmaster Offshore (compulsory)
1.2	Yachtmaster theory (compulsory)
1.3	MCA Proficiency in Medical First Aid On Board Ship (compulsory)
1.4	MCA Proficiency in Medical Care On Board Ship (compulsory)
1.5	Commercial endorsement (compulsory)
1.6	Sea Survival (compulsory)
1.7	Cruising instructor (compulsory)
1.8	Radar (compulsory)
1.9	VHF or SRC (compulsory)

1.10	Powerboat level II (compulsory)
1.11	ML5 or ENG1 medical (compulsory)
1.12	Diesel engine (compulsory)
1.13	Food hygiene (compulsory)
1.14	Educare Safeguarding Course or equivalent (compulsory)
1.15	Additional recommended qualifications:
	Fire fighting
	Yachtmaster instructor
	Ocean Yachtmaster
1.16	15,000 miles offshore sailing logged (60 days with OYT or another approved sail-training organisation).
1.17	15,000 miles offshore sailing logged. (60 days with OYT or another approved sail-training organisation)
1.18	All skills and qualifications required by First Mate.

### BLUEWATER QUALIFICATION

In addition to the full requirements on this check-list, Skippers booked on voyages programmed to sail outside the Extended European Trading Area must be in possession of the following:	
	General Operators Certificate (compulsory)
	ENG1 medical (not ML5) (compulsory)
	General Operators Certificate (compulsory)
Skippers booked on voyages programmed to sail over 150 NM offshore must have:	
	Ocean Yachtmaster (compulsory)
	ENG1 medical (not ML5) (compulsory)
	General Operators Certificate (compulsory)

### 2. OYT SOUTH PROCEDURES

2.1	Candidates will require a sound knowledge of, and be committed to, OYT South aims and objectives.
2.2	Can demonstrate knowledge of OYT South administrative procedures:
	i) knowledge of the Handbook, carried on board vessels.
	ii) incident reports.
	iii) emergency reporting procedures.
	iv) routine reporting procedures.
	v) management of petty cash float.
	vi) accounting procedures.
2.3	Has read and understood the skippers' job description and personal profile.

### 3. YOUTH & PERSONNEL MANAGEMENT

3.1	Ability to deliver all necessary briefings, both to crew and sea-staff.
3.2	Apportioning the workload around the other watch-leaders in a fair and even-handed way, ensuring maximum participation by crew-members.
3.3	Has the ability to re-structure and improvise should plans unexpectedly change.
3.4	Management of the voyage in such a way that the crew have an enjoyable and rewarding experience.
3.5	Understand that the prime aim of skills teaching is to raise the personal horizons of the young people involved.

3.6	Is prepared to engage in guidance activity but recognises his or her own limitations and when to call on OYT South shore-based support.
3.7	Has a sound knowledge of OYT South's Child Protection Policy.
3.8	Ensuring Mates encourage new members to participate to their full potential.
3.9	Continually assess and review the needs of the group throughout the voyage.
3.10	Can effectively manage tensions and conflict, and support other sea staff. Has a good awareness of potential problems.
3.11	Avoids discrimination against people with disabilities; avoids racist or sexist or homophobic behaviour or language; avoids religious discrimination.
3.12	Understands the importance of maintaining high personal standards of behaviour including the avoidance of swearing and alcohol or drugs misuse.

#### 4. SAILING AND SEAMANSHIP SKILLS

4.1	Can manoeuvre the vessel under SAIL:
	i) to recover a man overboard.
	ii) to an anchorage, and anchor.
	iii) away from at anchor.
4.2	Selection of sails and sail plan to suit prevailing conditions.
4.3	Sail setting and trimming to produce the most efficient results.
4.4	Can set appropriate heavy weather sails and use them effectively.
4.5	Can set additional sails such as mizzen staysail and cruising chutes, as required.
4.6	Can manoeuvre the vessel under POWER:
	i) to berth alongside, in a confined space.
	ii) turning the vessel round in a confined space
	iii) up to a buoy or pile in a tideway.
4.7	Understands and can demonstrate safe MOB recovery
4.8	Has a complete and thorough knowledge of the International Regulations for the Prevention of Collisions at Sea.
4.9	Understands safe boarding and shore leave procedures and policies
4.10	Able to supervise safe working on the bowsprit

#### 5. VOYAGE MANAGEMENT

5.1	Ensuring the management of voyage is based on the client's needs.
5.2	The candidate shall show an in-depth knowledge of, and be able to put into practice, the following aspects:
	i) passage planning
	ii) navigation/pilotage in fog and/or heavy weather
	iii) victualling for the voyage.
	iv) management of maintenance schedules
	v) management of off-watch and shore-based activities.

#### 6. EMERGENCY MANAGEMENT

6.1	The candidate shall demonstrate an ability to deal effectively with any or all of the following situations:
	i) man overboard
	ii) fire on board
	iii) casualty handling, including preparations for transfer to helicopter or lifeboat.

	iv) first aid, including drowning, hypothermia, burns and fractures.
	v) jury rigging of steering, masts and spars, and sails.

## 7. SYSTEMS KNOWLEDGE

7.1	The candidate must show complete familiarity with the vessel's systems, including:
	i) the engine, including fuel and water supplies
	ii) electrics
	iii) electronic navigation instruments, including radar
	iv) gas supply
	v) radios, as appropriate to the area of operations.
	vi) the defects log, routine maintenance and repairs.
	vii) fire systems
	viii) bilge pump system

## 8. METEOROLOGY

8.1	Can record and interpret weather forecasts from all sources.
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# **First mate's assessment**

## 1. QUALIFICATIONS

Candidates must realise that these are the minimum requirements and that possessing them is not an automatic passport to promotion within the sea-staff. Candidates should present their RYA and/or OYT log-books to the assessor at the beginning of the assessment period.

At the time of assessment to First Mate status, the candidate must hold the following qualifications as a minimum.

1.1	RYA Yachtmaster Offshore (compulsory)
1.2	RYA Yachtmaster Theory (compulsory)
1.3	Educare Safeguarding Course or equivalent (compulsory)
1.4	VHF or SRC (compulsory)
1.5	MCA Elementary First Aid/RYA First Aid (compulsory)
1.6	ML5 or ENG1 medical (compulsory)
1.7	Commercial endorsement (compulsory)
1.8	Sea survival (compulsory)
1.9	Powerboat level II (compulsory)
1.10	Diesel engine (compulsory)
1.11	Radar (compulsory)
1.12	Food hygiene (compulsory)
1.13	Additional recommended qualifications:
	MCA Proficiency in Medical First Aid On Board Ship
	MCA Proficiency in Medical Care On Board Ship
	Cruising / Yachtmaster instructor
	Fire fighting
1.14	45 days offshore sailing logged (14 with OYT)
1.15	All skills and qualifications required by Second Mate.

## BLUEWATER QUALIFICATION

In addition to the full requirements on this check-list, first mates booked on voyages programmed to sail over 60 NM but less than 150 NM offshore must have:
ENG1 medical (not ML5) (compulsory)
First mates booked on voyages programmed to sail over 150 NM offshore must have:
Ocean Yachtmaster (compulsory)
General Operators Certificate (compulsory)
MCA Proficiency in Medical First Aid On Board Ship (compulsory)
ENG1 medical (not ML5) (compulsory)

## 2. OYT SOUTH PROCEDURES

2.1	Candidates will require a sound knowledge of, and be committed to, OYT South aims and objectives.
2.2	Can demonstrate knowledge of OYT South administrative procedures:
	i) knowledge of the Handbook, carried on board vessels.
	ii) incident reports.
	iii) emergency reporting procedures.
	iv) routine reporting procedures.

## 3. YOUTH & PERSONNEL MANAGEMENT

3.1	Apportioning the workload around the other watch-leaders in a fair and even-handed way.
3.2	Being sympathetic to the individual needs of the sea-staff and crew, and tailoring the tasks allotted to their individual abilities.
3.3	Can effectively manage tensions and conflict and support other mates. Has a good awareness for potential problems
3.4	Understands the importance of social interaction amongst all on board and that this is based on good working relationships and mutual respect.
3.5	Is committed to a participative approach, taking into account the ages and skills of the young people involved.
3.6	Understand that the prime aim of skills teaching is to raise the personal horizons of the young people involved.
3.7	Is prepared to engage in guidance activity but recognises his or her own limitations and when to call on support from the Skipper or OYT South shore-based support.
3.8	Has the ability to re-structure and improvise should plans go unexpectedly wrong
3.9	Has a sound knowledge of OYT South's Child Protection Policy.
3.10	Avoids discrimination against people with disabilities; avoids racist or sexist or homophobic behaviour or language.
3.11	Understands the importance of maintaining high personal standards of behaviour including the avoidance of swearing and alcohol or drugs misuse.

## 4. LIVING BELOW DECKS

4.1	Can deliver all briefings on behalf of the skipper.
4.2	Can supervise the other sea-staff in the training of the crew in "life-skills" on board the vessel.
4.3	Can lead and motivate the crew and sea staff

## 5. SAFETY

5.1	Is totally familiar with both the 1 <sup>st</sup> Mate and Skipper Muster Requirements
5.2	Can demonstrate any aspect of the First Aid knowledge laid down in their certificate and relevant to OYT South operations.
5.3	Is totally familiar with all Standard Operational Procedures
5.4	Has an excellent awareness of known hazards associated with OYT South operations
5.5	Has the ability to anticipate and prevent problems when supervising other watch leaders
5.6	Has the ability to prioritise effectively and manage a crisis under pressure.

## 6. METEOROLOGY

6.1	Can record and interpret weather forecasts from all sources.
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## 7. SAILING AND SEAMANSHIP SKILLS

7.1	The ability to apply the skills of RYA Coastal Skipper Certificate to OYT vessels.
7.2	Without help or advice from the skipper, can bring the vessel to a safe haven.
7.3	Can manoeuvre the vessel under SAIL:
	i) to an anchorage, and anchor.
	ii) away from anchor.
	iii) back to an object in the water.
7.4	Can manoeuvre the vessel under POWER:
	i) to an anchorage, and anchor.
	ii) away from anchor.
	iii) up to a buoy or pile in a tideway.
	iv) back to an object in the water.
	v) to berth alongside, in a confined space.
7.5	Has a comprehensive knowledge of the IRPCS. Can use both radar and hand bearing compass to assess the risk of collision. Can decide on appropriate course of action to avoid collision in ANY SITUATION
7.6	Understands and can demonstrate safe MOB recovery
7.7	Take overall control of the vessel for anchor or harbour watch.
7.8	Can bend on and set the trysail and storm headsail
	Has knowledge of jury-rigging:
	i) steering
	ii) masts and spars
	iii) sails
7.9	Able to rig the gangway safely and supervise safe access to and from the vessel
7.10	Able to supervise safe working on the bowsprit

## 8. NAVIGATION, PILOTAGE AND RADIO

8.1	Can produce and execute a passage plan with due regard to the forecast conditions and the strength of the crew including selection of sail plan and all preparations
8.2	Can produce a pilotage plan and advise another watch-leader who has the deck; or, take over the con and execute the plan.
8.3	Can demonstrate practical proficiency at using GMDSS / DSC.
8.4	Can demonstrate the use of a radar set for:
	i) fixing the vessel's position and use as a pilotage aid
	ii) use as a collision avoidance aid.

8.5	Can demonstrate proficient use of chart plotter and AIS and understands their limitations
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## 9. ENGINE AND ELECTRICAL

9.1	Can demonstrate practical knowledge of mechanics and engine maintenance:
	i) engine routine servicing schedules.
	ii) bleeding fuel lines.
	iii) changing and cleaning fuel and oil filters.
	iv) water cooling systems.
	v) starting and stopping procedures.
9.2	Ability to deal with electrical system faults.
9.3	Understands the vessel's fire safety systems, including how to start and stop the fire pump
9.4	Understands the vessel's bilge pump system
9.5	Has attended regularly at winter refits and maintenance periods
9.6	Appreciates the importance of the engineer / bosun's role and supports the engineer / bosun as necessary.