

# JOB DESCRIPTION

## STAFF SKIPPER



### OVERVIEW

Ocean Youth Trust South is looking for an outstanding skipper for our 105-foot sail training vessel *Prolific*, to deliver exceptional voyages for young people aged 11-25.



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.

**Reports to:** Chief Executive

**Responsible for:** Staff Mate, Staff Engineer, any other paid seagoing staff, and volunteer sea staff

**Based:** On board *Prolific* during the sailing season March-November when on rota. *Prolific's* home port is Southampton but when the vessel is based elsewhere, travel expenses will be paid. In winter the skipper manages a refit based in the Southampton area.

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### GIVING YOUNG PEOPLE THE SKILLS TO SUCCEED IN LIFE

OYT South works with young people aged 11-25 (plus occasional adult voyages). 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 as much about youthwork as it is about seamanship and sailing or instructing.



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## MAKING A LASTING DIFFERENCE

The Staff Skipper will work with crew, clients and sea staff to create the best possible voyage outcomes for all involved.

In OYT South terms, the **CREW** is up to 15 people who have booked on a voyage – normally young people, but sometimes including group leaders, with occasional adult voyages. The crew may come as a group booking from one organisation, or they may be a mix of individual bookings.

It is important that the Staff Skipper creates a healthy, safe and welcoming environment for all crew, whether ashore or afloat. In particular, 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 **CLIENT** is a school, local authority, youth group, charity, club, or parent or guardian, who has arranged for young people to sail. OYT South has an excellent reputation for client relationships and repeat bookings.

*Prolific* sails with up to eight adult **SEA STAFF**. There is a Staff Engineer and Staff Mate, with volunteers covering their relief periods and others sailing as watchleaders and bosuns. Volunteers bring varying levels of experience, from young people (16+) who have excelled as crew members and been invited to join the volunteer team, through to Yachtmaster Instructors. Some sail regularly; others volunteer 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.

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## DUTIES AND RESPONSIBILITIES

### As Skipper

- Ultimate responsibility for the safety, navigation and maintenance of the vessel and the safety and wellbeing of the sea staff and crew.
- Ensuring the vessel and its equipment are maintained in a safe and seaworthy condition at all times.
- Complying with the requirements of the H&S, Merchant Shipping and other relevant legislation, as amended from time to time.
- Operating the vessel (or any vessel on behalf of OYT South) 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.
- 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. Familiarisation and training will be provided.
- Promoting equality, diversity and inclusion.

## **To the crew**

- Being fully committed to promoting the general welfare of young people when with us.
- Ensuring that every opportunity is taken to promote the social and personal development of the young people on board and encouraging the enjoyment and participation by young people in as many activities as possible.
- Taking responsibility for the safety and good conduct of young crew members both at sea and in port.
- With the support of OYT South's safeguarding team, the Staff Skipper must demonstrate best practice in child protection and be able to safeguard young people from physical, sexual or emotional harm, and be able to record and respond to complaints and to alleged or suspected incidents.
- Protecting privacy and confidentiality in line with GDPR policies

## **To the client**

- Working closely with all those referring young people to sail with us to ensure the best possible outcomes for all involved, being mindful of the aims and preferences of the young people themselves but also any specific goals and priorities agreed with the client.
- 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.
- Providing detailed reports and other information as feedback for clients, as well as for sponsors and donors.

## **To the sea staff**

- Managing, motivating, supporting and training both paid and volunteer sea staff, ensuring that their development is continued and that they feel valued.
- Providing supervision and promoting best practice.
- Ensuring that the team carry out all the regular checks and that boat is clean, presentable, stocked and ready for voyages and events.
- Maintaining good relations and communication with all volunteers
- Encouraging the recruitment of suitable volunteers.

## **Refit**

- Planning and, on a day-to-day basis, managing the annual winter refit of the vessel to the standards required by OYT South and by external legislation and codes of practice.

## **Administration and finance**

- Being familiar with the contents of documents such as the OYT South Handbook, Voyage Handbook and Systems Manual and help to ensure that these are kept up to date.
- Operating within the budgetary and financial guidelines, maintaining up to date and accurate financial, administrative and personal records and submitting these in a timely manner. The Staff Skipper will be responsible for a considerable proportion of the charity's day-to-day expenditure.
- Providing input during the creation of our annual sailing programme.

## **General**

- The Skipper is required to work within and promote all OYT South policies.
- Making best use of any opportunities to promote and publicise OYT South. This may include attending and speaking at presentations to young people, boat shows and other events.
- Attending meetings, seminars and training sessions as required.
- Any other duties required within the scope of the post.

## Working Pattern

The staff skipper works on a pattern of roughly four weeks on board / two weeks ashore during the sailing season March – November. Periods ashore include relief time but also time for administration. In winter the skipper manages the refit and normally works 5-day weeks, with some weekend working and days off in lieu.

Staff skippers are required to live on board the vessel when on rota during the normal operational season. Refit accommodation will involve living on board when it is safe and practicable to do so; otherwise, alternative accommodation can be provided.

The staff skipper may be required to sail either as the skipper or first mate (for example while being trained; training a relief skipper; or in extremis if a voyage is at risk of cancellation for lack of a first mate) on OYT South voyages, and should possess the skills and qualifications required for these roles, as set out in the [skipper assessment](#) and [first mate assessment](#) forms. The staff skipper will have successfully completed a skipper's assessment with a recognised Ocean Youth Trust South assessor prior to formal appointment.

## PERSON SPECIFICATION

### Essential when applying

- RYA Yachtmaster Offshore, commercially endorsed
- Enthusiasm and high motivation for the role
- An excellent role model with high standards of personal conduct
- Experience in maintaining vessel and systems
- Excellent people management and communication skills
- Experience of managing diverse groups of people
- Good administrative and record keeping skills
- Good organisational and planning skills
- Full UK driver's licence

### Essential for completion of Skipper assessment – support and training can be provided

- Enhanced DBS clearance
- ENG1 Medical
- RYA Cruising or Yachtmaster Instructor
- MCA Proficiency in Medical First Aid and Medical Care On Board Ship
- Safeguarding qualification
- Food Hygiene qualification

### Desirable

- Youthwork qualifications / experience
- Engineering qualifications
- Experience of working with volunteers



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