



JOB DESCRIPTION

Job Title: Club Development Officer and Chief Instructor (Sailing)

Responsible to: Flags Officers and Training Centre Principal

Salary: By negotiation

Hours: By agreement – Expected 400 during summer season

Role Summary

The Royal Harwich Yacht Club (RHYC) is looking for an energetic individual to help develop our offer to new adult and junior members. We want someone to support Members in their use of RHYC's facilities, especially RHYC's boats that are available for Members to hire.

The role will also act as the Chief Instructor (CI) for the RHYC training centre. The position will act as the Senior Instructor (SI) for RHYC's dinghy sailing training activities, including junior and on-board sessions, adult training courses, powerboat courses and adult sailing experience sessions.

The post holder will also provide support and first line maintenance for RHYC's boats that range from a number of Optimists, Toppers, Fevas to three Ajax keelboats.

The role is a seasonal position and will require you to work as the SI, generally on alternate Saturdays through the summer period. In addition there will be opportunities to provide one-to-one training for Members.

There is also a regular weekly requirement to check RHYC's boats and perform routine maintenance task, including a weekly scrub of the three Ajax keelboats. There will also be opportunities to provide cover for RHYC's Berth Master and assist in the day-to-day management of RHYC's small marina.

Depending on skills and availability there may be other training opportunities, such as powerboat courses or paddle boarding that could be available.

The role will work with both paid and volunteer instructors and assistant instructors.

Duties and Responsibilities

- To act as the point of contact for RHYC Members when they hire boats.
- To oversee the delivery of high quality sessions to a variety of groups and individuals.
- To manage the delivery and quality of training through paid and volunteer instructors;
- To ensure that all equipment is maintained and checked as required.
- To ensure that activity areas and the Centre are maintained in a safe and clean state appropriate to the activity, as well as ensuring at the end of each working day activity areas are clean and tidy and equipment put away.

- To act in a professional manner always ensuring that Members have a safe and enjoyable experience when using RHYC's boats
- To act as a role model and mentor, supporting and encouraging less experienced instructors and volunteers.
- To complete all essential course administration, registers and other paperwork and keep up to date with other relevant documentation.
- Under instruction from the Principal, record session data for monitoring and evaluation purposes.

Additional Responsibilities

- To maintain working knowledge of, and comply with, the policies, procedures and regulations governing the Centre.
- Deputise for RHYC's Berth master and manage the allocation of visitors within the RHYC marina.
- Be prepared to occasionally carry out work outside of the normal working pattern i.e. evenings

Person Specification

ESSENTIAL

- RYA Senior Dinghy Instructor with RYA Powerboat Level 2 and RYA Safety Boat Certificates
- Hold a current RYA First Aid Certificate
- Completed Safeguarding and Protecting Young People and Vulnerable Adult training
- Hold a current DBS certificate or be on the update service
- A friendly and confident personality who is able to respond quickly to changing situations
- Good spoken English and communication skills
- The ability to stay calm under pressure
- The ability to be polite but firm when dealing with customers and members
- Excellent time keeping skills
- Able to motivate, enthuse and organise young people and adults.
- Excellent team working skills
- A passion for water sports
- A level of fitness commensurate with the demands of the job
- To be available to work flexible hours at weekends, evenings and Bank Holidays
- A willingness to undertake a very wide range of duties apart from instructing groups

DESIRABLE

- RYA Powerboat Instructor
- Keelboat endorsement to RYA Senior Instructor Certificate
- Stand Up Paddleboard Instructor
- Completed Disability Awareness Training
- Experience working with adults
- Experience of working with volunteer instructors
- VHF Licence