



Job Description

Post	Chief Instructor
Working hours	• 40 Hours per week ○ A significant amount of weekend and evening working will be required.
Reports to	• The General Manager
Section	• Training
Salary	• £28k +

Role description

Main purpose of the post
• Delivery of RYA power and dinghy and keelboat sailing courses. • Scheduling of RYA courses. ○ Practical and shore based. • Maintaining of dinghy and keelboat training fleet. • Maintaining standards of tuition.

Main duties & responsibilities
<u>Operations</u> • Delivery of RYA power and dinghy and keelboat sailing courses. • Scheduling of RYA courses ○ Practical and shore based • Maintaining of dinghy and keelboat training fleet • Maintaining standards of tuition. • Planning and completion of RYA training centre inspections. • Promotion and execution of an effective Schools program • Development of new commercial relationship as a preferred training provider • Ensure that highest level of customer service is always delivered • Complete all operational checks outlined in our Health & Safety Policy <u>Staff management</u> • Instructor development mentoring and training. • Recruitment of instructor workforce <u>Finance & budget</u> • Effective financial planning.

Events

- Assisting and facilitating with on water events as required

Other

- Safeguarding.
 - Implement and comply with the CBYC Safeguarding Children and Safeguarding Adults policies and guidelines
 - Disclosure and Barring Service (DBS) checks are required for this role
- Maintenance of relationship with RYA training
- Promotion of RYA courses.
- Any other duties requested by the General Manager

Person Specification

Qualifications

Required:

- RYA Senior Instructor
 - Dinghy Sailing
 - Keelboat
- RYA Powerboat Instructor
 - Including safety Boat

Preferred:

- RYA Race coach level 2
- RYA Advanced dinghy instructor
- RYA Shore based Instructor
 - First Aid
 - SRC
 - Essential Navigation
- RYA Dinghy and or Powerboat Trainer

Experience

- 5 or more years' experience working in a busy sailing school, beach, or club environment
- Excellent interpersonal and customer service skills
- Strong communication, mentoring, and coaching abilities
- Working with stakeholders at a variety of levels.
- Experience of managing staff
- Experience of managing budgets

Knowledge & Skills

- Maintenance of marine equipment
- High awareness of health and safety practices
- Broad knowledge of RYA training centre recognition guidance
- Excellent communication skills, both verbal and written
- Excellent organisational skills to communicate effectively in all situations to varied audiences and develop positive relationships with stakeholders
- Demonstrable skills in understanding and responding to customer needs