

# SAIL TRAINING BOSUN

**Reports to:** Sail Training Operations & Training Manager

**Job Purpose.** Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. Sail Training is a core part of the Gordonstoun curriculum and takes place on “Ocean Spirit of Moray” - the School’s 80-foot Oyster Ketch normally based at Plockton on the west coast of Scotland. The key focus of this role is to support the Skipper of Ocean Spirit with delivery of the sail training programme. The vessel is principally used to deliver the School’s Sail Training programme to students in years 8, 10 and 12 on voyages of two, five or six-nights’ duration. Ocean Spirit’s programme normally includes a longer summer voyage, which may include participation in international Tall Ships Races or extended expedition voyages to more remote locations.

# Grade and working hours. AP2. Hours when at sea as per the Seafarers Employment Agreement (includes Compensatory Leave periods). As per the sailing programme – usually three weeks on board followed with one week’s compensatory leave during sailing season. 37.5 hrs per week during winter refit.

**Responsibilities of all members of staff:**

* Comply with Gordonstoun’s policies and procedures on Child Protection and

Health and Safety.

* Contribute in a positive way to the ethos of the school in line with Gordonstoun’s

values: Safe; Positive; Improving.

* Carry out any other task as required to support the School.

# Roles and responsibilities for the role:

The Bosun is a key member of the full time Sail Training team and as such will have duties that help with the safe and efficient operation of the sailing fleet. In addition to helping maintain and refit the vessels over the winter, the Bosun will also have a role sailing as Watch Leader/ Relief First Mate during the sailing season.

# Watch Leader:

* Assisting the Skipper and First Mate with running the vessel, normally taking charge of and leading a watch of five or six trainees under the supervision of a senior staff member.
* Ensuring that safety procedures set out in the vessel’s Safety Management System are adhered to.
* Instructing and supervising Trainees in all aspects of the voyage including deck work, watch keeping, seamanship and domestic duties.
* If appropriately qualified to act as Relief First Mate (separate Job Description).
* Acting on their own initiative to build a positive working relationship with Trainees in order to help achieve the objectives of the voyage.
* Keeping a watch at sea with support from the Skipper or First Mate.
* Leading deck work tasks including hoisting, lowering and reefing sails.
* Assisting with the day-to-day maintenance of the vessel.
* Supervising shore leave when required.
* Supervising the crew on transport when travelling between Gordonstoun and the boat.
* To contribute to the appraisal of Trainees including a formal end of voyage debrief.
* To assist with victualing and storing of the vessel.
* Assisting with preparation of the vessel pre-season, and de-storing and laying up at the end
* Assisting with the delivery of the vessel at the start and end of the sailing season.
* Attending departmental staff meetings
* Attending appropriate staff INSET sessions
* Post holders may occasionally be assigned other duties during non-sailing periods in the vessel’s programme.

**Refit and Maintenance:**

* Assisting the Skipper and First Mate with the winter refit and maintenance programme
* Acting in a supervisory role in the absence of the Skipper and First Mate
* Keeping maintenance records
* Assisting the Skipper and First Mate with maintaining the vessel and cutters during the sailing season.
* Carrying out routine maintenance and equipment checks whilst the vessel and cutters are in commission.

**Safeguarding children:**

* The post holder has a responsibility for promoting and safeguarding the welfare of children and young people
* This includes children that they are responsible for and come in contact with. The post holder must adhere to and ensure compliance with the school’s Child Protection Policy and Procedures at all times.

**Promoting Gordonstoun:**

* The post holder may be asked to help with promotional events or voyages aboard Ocean Spirit.
* Ocean Spirit plays a unique role in helping to promote Gordonstoun to the wider world and as such the vessel, its staff and trainees are considered ambassadors for the School in every port visited.

**Conditions:**

The salary for this post is £25,976 TBC. Additionally, as part of the remuneration package, accommodation and meals are provided on campus during periods of time off between voyages. Please note that there are some conditions to the provision of accommodation which will be explained at interview.

**PERSON SPECIFICATION:**

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| **Attributes** | **Essential** | **Desirable** | **Assessment**  **Method** |
| Experience | * Experience in positions of responsibility aboard Sail Training vessels over 20meters LOA | * Powerboat driving * Maintenance and Refit experience * Knowledge of Safety Management Systems | Interview(s)  Probationary period  on board. |
| Qualifications | * RYA YM Coastal Skipper Certificate of Competence * Commercial Endorsement * First Aid Certificate * MCA ENG1 Certificate of medical fitness | * RYA YM Offshore (Sail) Certificate of Competence * RYA Powerboat level 2 * RYA Diesel Engine Course * Firefighting course * Food Hygiene course | Certificates to be shown at interview |
| Skills/abilities (general) | * Ability to work effectively as part of a small professional team * Good organisational and communication skills, particularly when working under pressure * Is able to maintain a good situational awareness with regard to the safety of others * Is able to work constructively with young people in challenging situations * Is enthusiastic about passing on their interests and passions for sailing and the maritime environment | * Have an understanding of, and commitment to, the general values and ethos of the school * A commitment to doing the best for students from diverse cultural backgrounds. | Interview(s) Probationary period on board. |
| Skills/abilities specific to the post | * Ability to lead a watch of 5 or 6 Trainees in all aspects of the voyage including domestic tasks. * Ability to keep a watch at sea with support from senior staff * Ability to safely lead all deck-work tasks including setting, reefing and lowering sails. * Can sail to a standard that allows them to trim and adjust sails without support from senior staff * Can follow procedures for carrying out emergency drills. | * If suitably qualified, can run RIB and Launch transfers to/from the vessel and the shore * Is able to contribute to the debriefing and appraisal of Trainees | Interview(s)  Probationary period on board. |
| Interpersonal skills/ social skills | * Fit and in good health * Happy to spend extended periods living and working on board a sail training vessel in shared accommodation * Is able to interact socially with young people in a positive and appropriate way | * Has experience in conflict management | ENG1 Medical Fitness Certificate Interview |
|  |  | Interview(s) Probationary Period  on board |
| Maintenance and winter refit | * Can carry out a variety of maintenance tasks and is familiar with boat systems and equipment | * Familiar with vessel maintenance and recording systems * Able to assist with repair and maintenance tasks and equipment checks * Understands Health and Safety in the workplace. | Interview(s)  Probationary Period on board |
| Safeguarding | * Suitable to work with children * A full PVG check will be completed on the successful candidate |  | PVG Check process |