



GORDONSTOUN

Broader experiences, broader minds.

SAIL TRAINING ASSISTANT OPERATIONS & TRAINING MANAGER

Reports to: Sail Training Operations & Training Manager

Job Purpose: Gordonstoun has been leading the way in Hahnian 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. The key focus of this role is to support:

- the Sail Training Operations and Training Manager when deployed as relief skipper on Ocean Spirit of Moray and;
- the delivery of dinghy sailing and powerboating and;
- Gordonstoun International Summer School.

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 from time to time in order to support the school.

Major responsibilities of the role:

- Manage the logistics of Sail Training Voyages on Ocean Spirit of Moray, including transport, food, staffing and allocation of students.
- Liaise with Sail Training Operations and Training Manager, domestic services, refectory & transport to ensure efficient organisation of Sail Training voyages.
- Liaise with the Healthcare and pastoral leads to determine how to support students with health and wellbeing needs.
- Oversee daily vessel position and route plan monitoring.
- Liaise with ASTO and other funding bodies over the administration of external funds and bursaries available for Sail Training.
- Monitor the production of formal written reports about students as part of the school's reporting system.
- Support the delivery of dinghy sailing and powerboating.
- Support the delivery of Gordonstoun International Summer School sail training.

Conditions:

The salary for this post is £27,194 p/a paid pro rata for the fixed term contract period.

PERSON SPECIFICATION:

Attributes	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> ● Experience of working in a team ● Experience of maintaining records 	<ul style="list-style-type: none"> ● Experience of working with young people at sea ● Ability to assess and appraise student achievement ● Ability to organise and teach groups of students at all levels of ability ● Ability to motivate students 	Application form
Qualifications	<ul style="list-style-type: none"> ● RYA Power Boat Level 2 ● Dinghy Sailing Level 3/Stage 4+ 	<ul style="list-style-type: none"> ● Dinghy Sailing Instructor ● First Aid Certificate ● Full UK driving licence 	Application form Sight of qualifications at interview
Skills and experience	<ul style="list-style-type: none"> ● Excellent IT skills, including proficiency in all MS Office applications ● Excellent communication and interpersonal skills 		Application form References Interview
Personal skills and qualities	<ul style="list-style-type: none"> ● Conscientious and diligent with excellent attention to detail ● Enthusiasm for passing on their interests and passions for sailing and the maritime environment ● A proven track record of strong working relationships with students, colleagues and customers. ● A positive and proactive attitude ● Flexible, with a can-do attitude ● A commitment to Gordonstoun's unique educational ethos ● A commitment to doing the best for students from diverse cultural backgrounds 		Interview
Child protection	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 	Experience of working with children and young people	References PVG check