

## Job Description

Job Title:	Mate/Relief Skipper
Employed by :	Challenge Wales
Accountable to:	The Skipper /Board of Trustees
Line Managed by:	The Skipper
Essential Checks:	Enhanced Disclosure and Barring Service (DBS) check, references
Type of Position	Full time based on a three week on/one week off leave ratio
Salary:	£18,000 plus work place pension plus food/onboard accommodation while on voyages
How to apply:	Email your CV and covering letter together with two references to: <a href="mailto:reservations@challengewales.org">reservations@challengewales.org</a>
Deadlines:	Applications must be received by midnight Tuesday 17 <sup>th</sup> April 2018. Interviews will be held in Penarth, South Wales the following fortnight. Position to start as soon as possible.

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Challenge Wales is an award-winning sail training charity, based in South Wales and currently operates two vessels (72-ft *Challenge Wales* and 60-ft *Adventure Wales*) carrying out youth development activities and adult fundraising voyages. Sailing activity takes places around the Welsh coast, Ireland, South coast and further afield where sail training events and races are taking place. In the past this has included Spain, Portugal, Belgium and the Baltic.

### Purpose of the Role:

The Mate/Relief Skipper is a key role supporting and assisting the Skipper in delivering the services of Challenge Wales. The post holder will be skippering on delivery voyages and when the Skipper is on leave. As crew on Challenge Wales is made up of volunteers, the post holder will also be required to supervise volunteers during any refit/maintenance programme.



## Tasks & Responsibilities

You will be involved with:

- Safely navigating and operating the vessel under the direction of the Skipper
- Assisting the Skipper in passage planning
- Assisting the Skipper with ensuring the vessel and its equipment are maintained in a safe and seaworthy condition at all times and in accordance with Challenge Wales' Planned Maintenance Programme
- Skippering *Challenge Wales* and *Adventure Wales*
- Supporting the skipper with safety, discipline, morale and welfare of volunteers and clients
- Victualling the vessel within budget and following Challenge Wales' financial and purchasing procedures
- Co-ordinating any feedback paperwork and necessary in-port paperwork in conjunction with the Challenge Wales office
- Championing the brand and raising the profile of the charity

The above list is not intended to be comprehensive but the post-holder will be expected to be flexible in carrying out tasks relate to their role.

## Personal Specification

The successful candidate will:

- Have a valid medical fitness certificate, preferably ENG1
- Have a Yachtmaster Offshore qualification
- Have a Commercial Endorsement
- Have Skipper experience
- Have experience of sail training industry
- Have experience of sailing vessels of similar size to Challenge Wales vessels
- Good leadership skills and ability to lead volunteers, trainees and clients in a positive way
- Have the ability to work on their own initiative
- Be energetic enthusiastic, hands-on and willing to work hard
- Possess very good communication skills both verbal and written, be compassionate and able to understand the needs of others
- Experience of working with disadvantaged young people
- Be a team player

Desirable but advantageous

- Experience of larger outdoor/adventure organisations
- Experience in a similar role
- A Welsh speaker (written/oral)

All employees are expected to take responsibility and comply with Challenge Wales' policies and procedures. There is a one month probation period.



Further information on Challenge Wales can be found at [www.challengewales.org](http://www.challengewales.org)

This role has been created as Challenge Wales [charity] is supported by the European Regional Development Fund through Welsh Government and through the Social Business Growth Fund, which is managed by WCVA (Wales Council of Voluntary Action).

