



Job Description

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| Job Title: | Marine Operations Manager |
| Employed by : | Challenge Wales |
| Accountable to: | Board of Trustees |
| Line Managed by: | C.E.O. |
| Essential Checks: | Enhanced Disclosure and Barring Service (DBS) check, references |
| Type of Position | Salaried |
| Contract Period: | Permanent contract |
| Salary: | £32,000 - £35,000 plus work place pension plus food & accommodation while on voyages. |
| How to apply: | Email your CV and a supporting statement of no more than 2 sides. The supporting statement should include your motivation for applying, why you believe you are a strong candidate including examples of how you meet the responsibilities listed and your notice period (if applicable). Please also supply two references (which will be followed up if you are successful at interview) to: reservations@Challengewales.org |
| Deadlines: | Applications to be received as soon as possible. The Charity would like to have someone in post in September 2022. Applications may close earlier if there are sufficient suitable applicants to bring to interview or may remain open beyond the above date in order to find suitable applicants. |
| Selection Process: | Initial interview will be by Zoom or face-to-face at the Challenge Wales office. Those taken to a second interview will need to attend the interview at Challenge Wales office in Penarth (near Cardiff) with a selection panel which will include the CEO. A sailing assessment of 1 or more days will be required and details of this will be provided at the initial interview. |

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 Europe and the Baltic countries.

We are a fun, young, growing organisation bringing adventure experiences to socially diverse young people and fundraising through adult only voyages.

From November to February, the yachts undergo winter maintenance or if not, will be involved in a new overseas winter programme.

Purpose of the Role:

To manage the day to day marine operations of the charity, preparing the overall programme of water-based activities, and ensuring that the programme is delivered and meets the aims and objectives of the charity.

To ensure the vessels are maintained and operated safely and in accordance with current marine legislation and best practice in youth development.

Ideally, to be able to act as relief skipper on either *Challenge Wales* (Challenge 72) or *Adventure Wales* (Ocean 60), as required.

Tasks & Responsibilities

You will be required to:

- Ensure all vessels at all times operate and comply with appropriate legislation, local, flag state and internationally.
- Ensure all vessels are operated in accordance with requirements for RYA Training Centre, Duke of Edinburgh Award scheme, Agored Cymru, and other bodies which certify the activities of the charity.
- Assist with planning of schedules of water-based activities for the year, to meet the target days at sea and fund-raising activities set by the Board of Trustees.
- Seek out commercial opportunities for partnering with other water-based activity centres and charities with similar aims and objectives, and for a winter programme.
- Recruit, engage, and manage full time and contract marine staff.
- Ensure vessels are crewed with appropriately skilled volunteers. Schedule volunteer training and manage under-performance or unsuitability of volunteer crew.
- Maintain the Marine Operations and Safety Training Manuals as well as the Safety Management System, including Emergency Management and Offshore Response Plan and ensure marine operations comply with those systems.
- Share the role of "Responsible Person Ashore" when vessels are at sea.
- Investigate accidents, Incidents and near misses.
- Ensure Planned Maintenance System is maintained and up to date.
- Maintain working relationships with suppliers, marinas, and Coding Certifying Authorities
- Chair the Marine Committee (volunteers) and lead the review of maintenance requirements, policy on maintenance schedules, and upgrade and improvement programme
- Project manage upgrade and improvement projects, major refits, and preparation for surveys.
- Hands-on maintenance and engineering activities to support delivery of those projects.
- Identify skills shortages and volunteer resources required for maintenance programme, and pro-actively recruit volunteers for those roles.
- Champion the Challenge Wales brand and values and raise the profile of the charity.
- Bring your own ideas to the charity and voyage schedule to help Challenge Wales grow, and continue to innovate.

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.

Essential Qualifications

The successful candidate will hold the following essential qualifications as a minimum:

- RYA Yachtmaster Offshore Certificate of Competence Commercially endorsed.

- STCW Basic Safety Course.

Personal Specification

The successful candidate will have the following personal attributes:

- Good leadership skills, a positive role-model and ability to lead in a positive way.
- A passion to develop people.
- Strong planning and project management experience and skills.
- A solid understanding of passage planning to RYA Yachtmaster Offshore standard.
- Experience of planning and delivery of planned and preventive maintenance schedules.
- Experience of maintenance of marine diesel engines, marine electronics and electrical systems.
- Experience of managing budgets, and negotiating with suppliers.
- A solid understanding of marine legislation and coding requirements to MCA standard.
- Good understanding of health and safety systems and a proactive approach to the management of health and safety
- Be energetic enthusiastic, hands-on and willing to work hard.
- Ability to remain calm in stressful situations.
- Very good communication skills both verbal and written, be compassionate and able to understand the needs of others
- A strong awareness of marine environmental issues.
- Competent in developing Excel and Word documents.
- Be a team player.
- Physically fit with ENG 1.

Desirable and Advantageous

- Experience in the marine industry.
- Understanding of employment law especially with regards to the Maritime labour Convention
- Experience of sailing vessels of similar size to Challenge Wales' vessels.
- RYA Ocean Yacht Master Commercially Endorsed
- Experience of the sail training industry or outdoor / adventure organisations.
- A Welsh speaker (written/oral).

All employees are expected to take responsibility and comply with Challenge Wales' policies and procedures. Challenge Wales operates a strict non-smoking and non-drinking policy.

Further information on Challenge Wales can be found at www.challengewales.org