

Job Description and Person Specification

Job title: Senior Instructor

Reporting to: Sail Birmingham Manager

Location: Midland Sailing Club, Edgbaston Reservoir, Birmingham

Mission/purpose/values of Sail Birmingham

The vision is to deliver safe and fun watersports, in a welcoming and relaxed environment.

Our mission is to create and maintain a high quality watersports environment and commercially viable facilities that enable everyone to develop their confidence, competence and resilience.

Overall purpose of the job

Working under the direction of the Sail Birmingham Manager, the Senior Instructor will be responsible for the delivery of high-quality watersports sessions to a variety of groups and individuals and contribute to the achievement of the objectives set by the Management Team.

The Senior Instructor will work alongside, and in the absence of the Sail Birmingham Manager, supervise Dinghy Instructors, Windsurf Instructors and to deliver sessions.

The Senior Instructor will take on day to day responsibility for the management of sessions and equipment, and act as the Duty Manager in the absence of the Sail Birmingham Manager.

Work includes evenings and weekends, and the post holder will be expected to work up to 5 days out of 7 each week on a rotating basis. From March to October, it is likely that the post holder will work alternate weekends but these will be scheduled on a monthly basis in conjunction with the Sail Birmingham Manager.

Duties and Responsibilities

- Deliver high quality watersports sessions to a variety of groups and individuals.
- Maintain and improve on the standards set by the National Governing Body associated with the sport(s) you deliver.
- Take on responsibility for specific equipment and overall session delivery of one or two areas. E.g.. sailing, windsurfing, paddle sports, or powerboats.
- Ensure that all equipment is maintained and checked as required.
- Ensure that activity areas are maintained in a safe and clean state appropriate to the activity, as well as ensuring at the end of each working day activity areas are clean and tidy and equipment put away.

- Act in a professional manner, always ensuring that clients have a safe and enjoyable experience.
- Act as a role model and mentor, supporting and encouraging less experienced instructors and volunteers.
- Take on the role of 'Duty Manager' when required, co-ordinating the use of equipment and space on the water with guidance from the Sail Birmingham Manager.
- Complete all essential activity administration, registers and other paperwork and keep up to date with other relevant documentation.
- Under instruction from the Sail Birmingham Manager, record session data for monitoring and evaluation purposes.
- Attend pre-season training and induction days.
- Assist the Sail Birmingham Manager in any other centre related tasks.

Additional Responsibilities

- Adhere to all the policies and procedures of the organisation.
- Commit to Continual Professional Development and undertake any training and development deemed necessary for the purposes of the role.
- Comply with the Midland Sailing Club's Health & Safety policy.
- Comply with the Midland Sailing Club's Equality & Diversity policy.
- Maintain working knowledge of the policies and regulations governing Midland Sailing Club.
- Comply with the data protection requirements and procedures at all times and process data in line with the Data Protection Act 1998.
- Take positive steps to identify and overcome barriers to participation amongst young people, older people, women, people from BAME groups and disabled people, prioritising access and inclusion at all times.
- Be prepared to occasionally carry out work outside of your contracted / normal working pattern i.e. consecutive weekend working during peak times, or to cover for colleagues' absence.
- Undertake any other duties that can reasonably be expected in a post of this nature.

Person specification

Essential qualifications

- RYA Senior Dinghy Instructor
- RYA Membership
- RYA First Aid Certificate

Desirable qualifications and experience

- RYA Start / Intermediate Windsurf Instructor
- RYA Race Coach
- BC Paddlesports Leader / Instructor
- RYA Powerboat Instructor
- Full UK driving licence
- Delivery of shore-based team building sessions in an outdoor setting
- Delivery of RYA Schemes, both Youth & Adult

- Delivery of RYA Advantaged Modulus
- Basic dinghy maintenance
- Sailability or other experience with working with children or adults with disabilities

Essential personal qualities

- Team work
- Excellent communication skills, ability to build rapport with all clients
- Ability to work on your own initiative, without supervision
- Energetic, positive attitude
- Proactive, but able to follow procedures
- Strong customer focus, motivated to deliver high quality experience
- Understanding the importance of equality and diversity, and a commitment to creating an inclusive culture
- Flexible and adaptable to working patterns

Terms and Conditions

Salary: £20,000 per annum.

The role involves working 40 hours per week across the year, however because of the seasonal nature of the business, the typical working week will be longer in the summer and shorter in the winter. This will be discussed in detail following the appointment.

Annual leave is 28 days per year (including Bank Holidays). A maximum of five days can be taken from 1st July to 31st August each year.

Following the successful completion of the probationary period the post is subject to a four-week notice period.

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For an informal discussion about the role please contact:

Philip Reeves, Sail Birmingham Manager: phil.reeves@midlandsailingclub.org.uk

To apply, please send your CV and covering letter outlining your watersports experience and the names and contact details of two references to:

Philip Reeves, Sail Birmingham Manager: phil.reeves@midlandsailingclub.org.uk

Closing date: 1st February 2023

Interviews: will take place as soon as applications are received.