



Accessible boating on the Broads

## **NANCY OLDFIELD TRUST JOB DESCRIPTION**

### **Water Activities Instructor (RYA Senior Instructor - keelboat), Permanent contract – start date 3rd March 2025**

#### **AIM:**

- To provide instruction and leadership for all forms of water based activity to visitors to the Trust of all ages and ability who are disabled in some way, or who are socially emotionally or economically disadvantaged.
- To enable all visitors to the Trust to enjoy being involved in sailing, motor boating and paddling/pedalling activities and to participate as fully as possible.

#### **HOURS:**

Total annual hours - 1127hrs (worked flexibly and usually to the pattern shown in the table below.)

2025	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Hrs/month	70	84	84	175	140	140	175	56	56	35	56	56
Days/week	2	3	3	5	5	5	5	2	2	1	2	2

Usual working hours 9am - 4.30pm with some weekend/evening working required.

**SALARY:** £16,398 per annum (equivalent to £14.55 per hour), paid monthly. The post-holder will be entitled to join the Trust's pension scheme.

**RESPONSIBLE TO:** The Centre Manager and Deputy Centre Manager.

#### **ORGANISATION.**

- The post is based at the Trust's Centre at Neatishead, although work will include working off site on the waterways of the River Ant and River Bure and surrounding area.
- The Centre Manager and Deputy Manager are the direct line managers who will provide all day to day guidance and supervision.
- The post holder, working under the guidance and direction of the Centre Manager, will work as part of a team with the other members of staff, and will provide Senior Instructor cover as required.

- The post holder will work with the Trust's volunteers and assist in directing their work.
- (See organisational structure on page 3).

## **KEY DUTIES AND RESPONSIBILITIES**

- Undertake S.I. duties
- Undertake these duties on the occasional weekends or evenings
- When duty S.I. to be present on site and responsible for all the Trust's activities afloat. To share weekend on call responsibilities with other SI's to cover activities not requiring the presence of an SI. (e.g. Cruiser trips).
- To be responsible for the daily upkeep and maintenance in safe working order of the Trust's yachts.
- To assist in developing sailing and other activities at the Trust in consultation with the Centre Manager and Senior Instructor team.

### **Water based activities**

Will provide appropriate instruction and guidance for the following activities:

- Sailing in all boats owned by the Trust.
- Motor boating in all boats owned by the Trust.
- Canoeing in rafted 'side-by-side' Canadian canoes owned by the Trust.
- Pedal launches
- Sharing knowledge about the history and wildlife of the Broads.

### **Further activities**

- To help as directed with the housekeeping, upkeep and maintenance of the Centre, boats, dock, buildings and gardens.
- Be aware of and adhere to all Health & Safety directives and internal instructions, checking all equipment before use and reporting any faulty or unsafe items.

### **Visitors**

- Welcoming new residential visitors and introducing them to the Trust's facilities ensuring they are fully advised on all health and safety matters and are properly settled in.
- Providing instruction and assistance in all water based activities noted above, ensuring that visitors are given the best possible opportunity to fully benefit from the Trust's facilities, and are encouraged to join in all activities to the best of their abilities.
- Occasionally receive and receipt cash payments from visitors.

### **Volunteers**

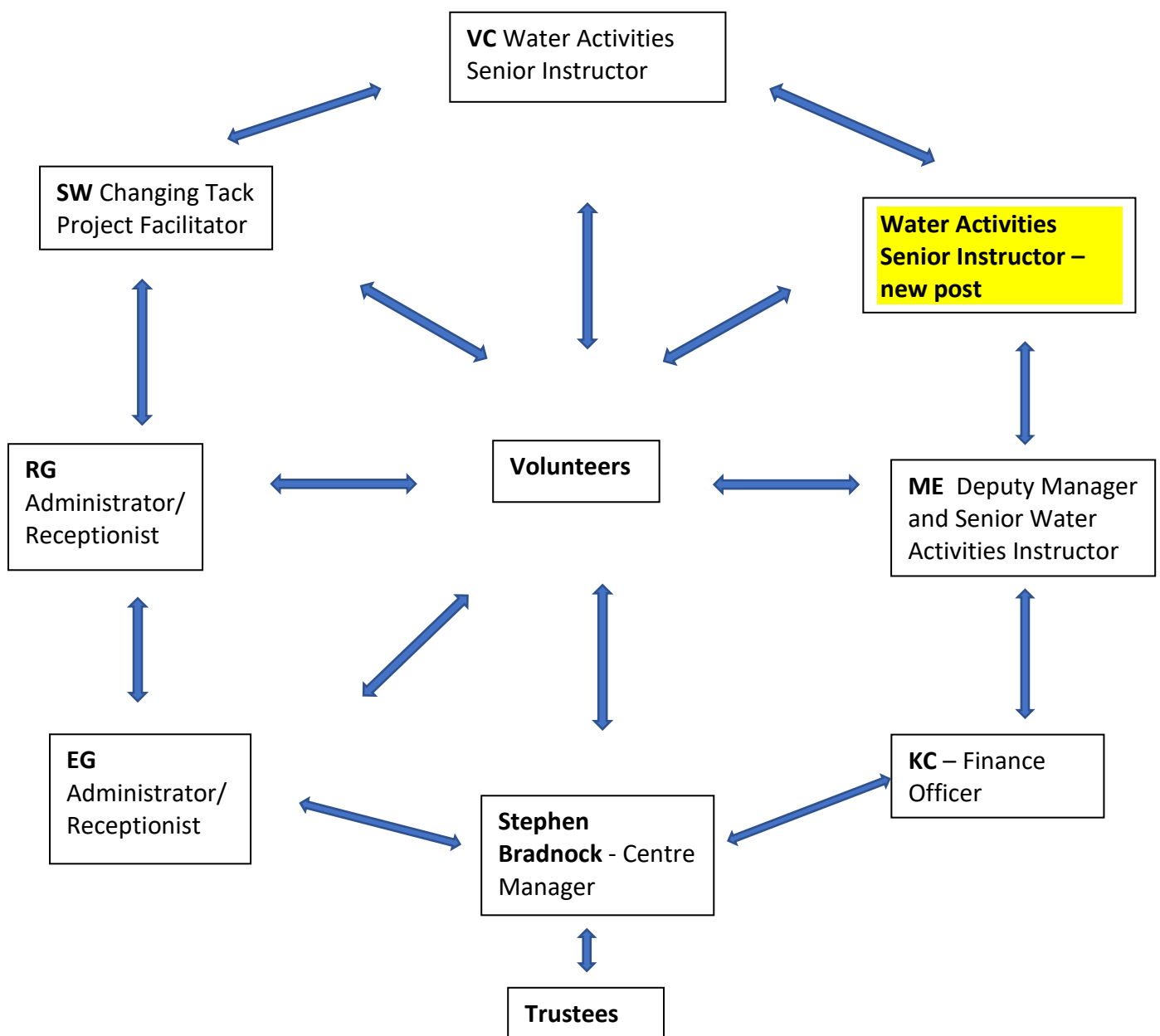
- Provide guidance and support to volunteers according to the requirements of visitors and the Trust's activities.

### **Other**

- Undertake any other reasonable tasks as required by the Centre Manager and/or Trustees, which may on occasion fall outside normal working hours.
- From time to time will act as out-of-hours emergency contact person.

- In the absence of other members of staff due to sickness or a holiday period, be prepared to undertake additional duties should the need arise.
- The Trust provides branded clothing bearing our logo which you will usually be required to wear while at work.
- Be willing to undertake formal training where and when required
- Understand and implement equality and diversity in the workplace and in the services the Trust provides.
- Act at all times in the best interests of the Trust, upholding its aims, ethos, and reputation.

## NOT Organisational Structure 2024



# **Nancy Oldfield Trust Water Activities RYA Senior Instructor Person Specification 2025 (permanent contract)**

## **Qualifications and Boating skills**

### **Required/essential**

- Sailing ... You must be a current RYA Senior Instructor, (preferably keelboat). (You may be considered for this post if you are a current RYA Sailing Instructor meeting the SI eligibility criteria, formally assessed and currently working towards the RYA Senior Instructor qualification).
- Motor craft...You must have the ability to competently handle Broads cabin cruisers and to be able to demonstrate sufficient skills to gain the Inland Waterways Helmsman's Certificate. IWH training will be given to the successful candidate without this qualification.

### **Desirable**

- Canoeing/paddleboarding...Ideally you will have a British Canoeing Paddlesport Leader Certificate or equivalent. Training & instruction will be given for the Trust's in-house paddling qualification.

## **Experience**

- An excellent and demonstrable awareness of group safety and risk management on the water and the ability to oversee multiple activities calmly, effectively and safely.
- In addition to watercraft skills and experience, it would be extremely beneficial to have practical experience of working with people with disabilities, or with people who suffer social or emotional disadvantage.

## **Communication skills – You should be able to.....**

- verbally express yourself, clearly and in an encouraging and supportive way.
- communicate in a patient and friendly way.
- command situations firmly yet sensitively.
- simplify and impart instructions so that every participant will understand.

## **Interpersonal Skills – All of the following are essential when working at the Trust.....**

- A warm open manner face to face, comfortable and confident with people.
- A positive attitude toward working cooperatively within a small team.
- A pleasant and friendly style of working.
- A willingness to meet with a wide range of individuals and deal with a variety of organisations.
- A flexible attitude and an ability to cope well with swiftly changing priorities.
- A genuine desire to ensure the inclusion of disabled and disadvantaged people in all Trust activities.
- An understanding of and commitment to equality and diversity within the workplace and with the delivery of activities to all our visitors.
- Ability to work with and effectively direct our large team of volunteer instructors.

**Initiative – Really important in this role.....**

- An ability to problem solve, swiftly and effectively.
- Able to stimulate and encourage people to achieve their potential.
- Innovative in helping visitors engage and take part in all activities.
- Seeking to provide the best possible visitor experience at all times.

**Other Information**

- Please note that candidates may be assessed on their practical boat handling skills (sail and power) as part of the interview process and prior to any offer of employment.

