



Children's Sailing Trust

Job Title: Chief Instructor, Helford River
Reporting to: Activities Manager
Based: Helford River and Trevassack Lake, Garras

Children's Sailing Trust (CST) exists to create inclusive, accessible and affordable watersports opportunities by removing financial and disability barriers to participation.

Job Description

Overall purpose of the job

The Helford River Chief Instructor will be responsible for the planning, delivery and supervision of safe, high-quality watersports sessions to a variety of schools, groups and individuals at our Helford River centre. They will be responsible for the delivery of our renowned charitable schools' programme, overseeing a team of Senior Instructors, Dinghy Instructors, Assistant Instructors and Volunteers with the support of the Activities Manager.

The aim is to create a learning environment that is fun and encouraging - and appreciative of the spectacular location in which our activities take place, building confidence, confidence and resilience in our young people so they feel inspired to fulfil their potential in every aspect of their lives.

Duties and responsibilities

Helford River Seasonal Programme

Organising, supervising and ensuring the smooth running of term-time schools' programme, term-time Saturday Sailing Activity and school holiday courses on the Helford River, providing an approachable, professional and cooperative first line of contact for students, parents, teachers and staff during sessions. Including:

Watersport staff selection, induction and on-going training, scheduling and mentoring with CST's Standard Operating Procedures, Safeguarding Policy and Code of Conduct

Creating session plans to ensure suitable progression of students through the curriculum

Oversee the safety and wellbeing of students and ensuring the team adheres to both CST's and RYA's safety and operating procedures

Issuing RYA logbooks, certificates, tracking and logging students' progress

Facilitate and coordinate students' session register in line with CST's safeguarding policy

Responsible for equipment preparation, logging and requesting replacements for broken equipment, on-going maintenance of our dinghies and kit, and end-of-season pack down

Ensuring first aid incidents are documented and reported

Creating and managing bookings on our booking software, Checkfront

Updating operating procedures, risk assessments and health and safety documentation in conjunction with Activities Manager

Preparing for and undertaking RYA and AALA inspections in conjunction with the Activities Manager

Additional responsibilities

Liaising between the Activities Manager, senior management, operational staff and watersports instructors to ensure the smooth running of our watersports sessions.

To commit to continual professional development and undertake any training and development deemed necessary for the purposes of the role, maintaining working knowledge of the Policies, Procedures and Regulations governing CST including to comply with the data security requirements and procedures at all times in line with the Data Protection Act 1998

To take positive steps to identify and overcome barriers to participation amongst young people, older people, people from BME groups and disabled people, prioritising access and inclusion

To be prepared to occasionally carry out work outside of the contracted / normal working pattern i.e. evenings

To undertake other duties that can reasonably be expected in a role of this nature

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> RYA Senior Instructor with Chief or Lead Instructor experience in tidal waters 	<ul style="list-style-type: none"> BC Paddlesport Leader Experience on tidal water RYA Powerboat Instructor Full UK driving licence Safeguarding qualifications Delivery of SEND water sport sessions Delivery of shore-based team building sessions in an outdoor setting
Skills and knowledge	<ul style="list-style-type: none"> Basic dinghy maintenance Child protection / safeguarding Health and safety Delivery of RYA Youth Schemes 	<ul style="list-style-type: none"> Knowledge of a range of disabilities and adaptations within a watersports environment Basic engine maintenance
Personal qualities	<ul style="list-style-type: none"> Excellent communication skills, ability to build rapport with children, young people and their families Energetic, proactive and positive attitude Strong client focus, motivated to deliver high quality experience Understanding importance of equality and diversity, and a commitment to creating an inclusive culture Flexible and adaptable to working patterns 	