



# Children's Sailing Trust

**Job Title: Chief Instructor,  
Helford River**

**Reporting to: Activities Manager**

**Based: Helford River and Trevassack Lake, Garras**

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*The vision for Children's Sailing Trust (CST) is to deliver safe, welcoming watersport environments and facilities that generate sustainable profits for the charity. Our mission is to create and maintain high quality watersport environments and commercially viable facilities that enable young people to develop their confidence, competence and resilience.*

## Job Description

### Overall purpose of the job

Under the direction of the Activities Manager, the 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 charitable schools programme. They will also work at our Trevassack Lake HQ as a lead instructor. The Chief Instructor will oversee a team of Senior Instructors, Dinghy Instructors, Assistant Instructors and Volunteers.

### Duties and responsibilities

#### Staffing

Staff selection, induction and training

Staff mentoring and wellbeing

Staff scheduling

Staff training on CST's Standard Operating Procedures, Safeguarding Policy and Code of Conduct

#### Equipment

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

#### Helford River Seasonal Programme

Organising, supervising and ensuring the smooth running of term-time schools programme, term-time Saturday Sailing Activity and school holidays courses on the Helford River

Facilitate and coordinate students' sign in and out at the start and end of sessions in line with CST's safeguarding policy and update student registers accordingly

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

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

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

### Communication

Providing an approachable, professional and cooperative first line of contact for students, parents, teachers and staff during sessions.

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

### Administration

Ensuring first aid incidents are documented and reported

Filing students' attendance, logbooks and learning progress in registers

Creating and managing bookings on our booking software, Checkfront

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

### Additional responsibilities

To adhere to all the Policies and Procedures of the organisation

To commit to continual professional development and undertake any training and development deemed necessary for the purposes of the role

To maintain working knowledge of the Policies, Procedures and Regulations governing CST

To comply with the data security requirements and procedures at all times and process data 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"> <li>RYA Senior Instructor with Chief or Lead Instructor experience in tidal waters</li> </ul>	<ul style="list-style-type: none"> <li>BC Paddlesport Leader</li> <li>Experience on tidal water</li> <li>RYA Powerboat Instructor</li> <li>Full UK driving licence</li> <li>Safeguarding qualifications</li> <li>Delivery of SEND water sport sessions</li> <li>Delivery of shore-based team building sessions in an outdoor setting</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>Basic dinghy maintenance</li> <li>Child protection / safeguarding</li> <li>Health and safety</li> <li>Delivery of RYA Youth Schemes</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of a range of disabilities and adaptations within a watersports environment</li> <li>Basic engine maintenance</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent communication skills, ability to build rapport with children, young people and their families</li> <li>Energetic, positive attitude</li> <li>Proactive</li> </ul>	

	<ul style="list-style-type: none"><li>• Strong client focus, motivated to deliver high quality experience</li><li>• Understanding importance of equality and diversity, and a commitment to creating an inclusive culture</li><li>• Flexible and adaptable to working patterns</li></ul>	
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