

Job Details

Position Overview:

The Chief Instructor plays a pivotal role in ensuring the compliance, safety, and overall excellence of our Training Centre. This individual is responsible for upholding regulatory guidelines, maintaining high standards of training, overseeing staff, and contributing to the growth and development of the centre. Responsibilities:

1. Regulatory Compliance:

- Provide a personal undertaking to ensure adherence to the Relevant Guidelines and Norms (RGNs), vessel checklists, training scheme logbooks, and handbooks.
- Hold overall responsibility for centre-wide compliance with RGNs.
- Stay informed and ensure organizational awareness of statutory and common law duty of care owed to trainees.
- Seek professional advice to ensure adequate insurance coverage and compliance with the RYA's public liability insurance requirements.

2. Operational Oversight:

- Oversee day-to-day operations, standards of training, equipment maintenance, and the well-being of students and instructors.
- Maintaining high standard of equipment and facilities
- Develop and maintain operating procedures to ensure the quality of operation.
- Monitor budgets and financial aspects of the Training Centre.

3. Staff Management:

- Have responsibility for staff training, selection, mentoring, and compliance with the Code of Conduct.
- Ensure instructors are suitably experienced and competent for their roles.
- Be readily available to address issues related to course delivery, particularly those involving instructors and students.

4. Future Development:

- Contribute to the growth and development of the Training Centre.
- Support the affiliated club under the WSC committee, including membership growth.

5. Reporting and Documentation:

- Confirm continued compliance by signing the annual inspection report.
- Maintain accurate records of training activities, staff certifications, and other relevant documentation.

Qualifications:

Proven experience in a leadership role within a maritime training environment. (RYA Senior Dinghy Instructor)

Comprehensive understanding of Relevant Guidelines and Norms (RGNs) and statutory obligations.

Strong organizational and managerial skills.

Excellent communication and interpersonal abilities.

Relevant certifications and qualifications in maritime training.

Contract and Compensation:

Contract terms are negotiable.

Estimated annual earnings in the range of £28,000 - £30,000.

Application Process:

Interested candidates are invited to submit their resume and a cover letter to info@wembleysailingclub.co.uk. Following an initial interview, shortlisted candidates will be asked to submit references. The application deadline is 13.01.2024.

Wembley Sailing Club is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.