

Job Title: Boat Manager

Reporting to: The Director of the Hebridean Whale and Dolphin Trust

Overall purpose of the job:

To manage the operations and maintenance for Silurian, the Trust's 60ft research and education yacht. Based on the Isle of Mull, on the west coast of Scotland, this specially equipped vessel operates a busy programme of research and education around the Hebrides between April and October. The trips range from three day youth trips to 12-day expedition surveys, the majority of the trips are nine day scientific surveys with up to six paying volunteers.

Main objectives:

1. Organise and manage the operation of the research vessel Silurian: ensuring the vessel is adequately crewed, provisioned and maintained to meet the specific requirements of every trip, and to comply with all relevant statutory, and health and safety requirements.
2. Skipper Silurian for the majority of survey expeditions (2 out of 3).
3. Ensure that all communication, reporting and financial accounting requirements are fulfilled.

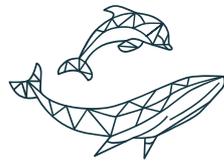
Key tasks and responsibilities:

Boat Management

- Recruit, train and line manage relief Skippers and First Mates for each trip during the season.
- Work with the Director to timetable and budget an annual on board survey programme.
- Oversee the safe running of Silurian, ensuring the vessel meets all health and safety requirements with all relevant risk assessments completed and documented, and risk control measures in place.
- Ensure that Silurian is compliant with the necessary MCA coding and appropriate insurance for on board activities is in place.
- Maintain and update the boat manual; ensure crew have clear instructions and terms of reference for dealing with all foreseeable operational situations.
- Manage the winter lay-up and running maintenance of Silurian: ordering parts, organising external tradesmen and labour as required.
- Assist the Community Engagement Team to plan and deliver education trips including: Floating Classroom, Teen Team Surveys and Youth Trips.
- Organise and supervise pre and post season volunteer maintenance work parties.

Skippering

- Responsible for navigation and passage planning, leading the crew and safety of passengers.
- Prepare Silurian for survey trips along with the First Mate and Biodiversity Officer.
- Greet volunteers and ensure sufficient briefings are given before departure.
- Work with the Biodiversity Officer to deliver the agreed scientific monitoring outputs.
- Maintain and manage the vessel to a clean standard, jointly with all crew and volunteers.
- As part of the crew participate fully in the domestic and social aspects of the survey.



- Work with science/education staff on board to capture photos and video to promote surveys.
- Represent the Trust in a positive way at all times.

Finance, reporting and administration:

- Manage the boat expenditure against targets, decide on appropriate expenditure to meet objectives, manage day-to-day procurement, including selecting appropriate suppliers.
- Meet with the Director on a monthly basis to review budgets and agree work plans.
- Produce quarterly progress reports for internal and external sources (funders and Board).
- Organise regular boat meetings with relevant staff to review and develop work programmes.
- Liaise regularly during trips with the First Mate and Skipper and all other relevant staff and ensure that a debrief session takes place after each trip.
- Work with the Media and Communications Officer to provide content for website news articles, press releases and social media updates.

TERMS OF EMPLOYMENT

Salary: £24,000 per annum.

Contract: 2 year fixed term contract, with the potential for extension.

Hours of work: This is a full time, year round role. You will be required to work hours necessary to fulfil the core requirements of the post when aboard Silurian, for which time off in lieu will be granted. There will be no payment of overtime. Please note that this is not a seasonal post however it is expected that more hours will be worked in the summer months when Silurian is in operation.

Annual Leave: Annual holiday entitlement is 34 days pro rata (inclusive of 9 public holidays).

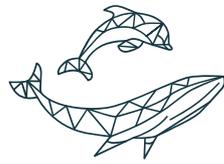
Starting date and probationary period: Candidate is required to start early January 2018. The position is subject to satisfactory performance during the initial three-month probationary period.

Place of work: HWDT is based on the Isle of Mull, and the Boat Manager will work both from its offices in Tobermory and on the 60ft motor sailor, Silurian. Approximately 60% of work time will be conducted as Skipper on Silurian. This will involve living on board with three other crew members and six paying volunteers at close quarters for up to 12 days at a time. Travel to departure points in Tobermory, Kyle of Lochalsh and Ullapool may be required. Expenses are payable and a valid driving licence is preferred.

Application procedure: Send a CV, Covering Letter and two references to: Alison Lomax at alison.lomax@hwdt.org or post to HWDT, 28 Main Street, Tobermory, Isle of Mull, PA75 6NU. Enquires can also be made to 01688 302620.

Further information about Silurian and the work of the Trust can be found at www.hwdt.org.

Closing date for applications: 5pm on 22nd November 2017, interviews will take place w/c 4th December.



PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualifications and Training	RYA/MCA Yachtmaster Sail Offshore or Ocean Commercially Endorsed ticket. Medical certificate (i.e. ML5 or ENG1). RYA or MCA approved First Aid certificate. PVG certificate.	Full UK driving licence.
Work Experience	Minimum of two years' experience working as skipper or first mate on a commercial sailing vessel. Experience of delivering sail training and activities to a wide variety of people.	Working for an environmental NGO or small charity.
Knowledge, Skills and Abilities	Awareness of marine ecosystems, and Hebridean communities and culture. Excellent communication and interpersonal skills. Ability to work in a team. Self-motivated, organised and self-reliant. Budget and project management skills.	Understanding of boat based scientific surveys and protocols. Experience of volunteer management.
Technical Skills	Proven experience of boat maintenance. Practical experience with boat electronics. Comfortable with remote working communications technologies and practices.	Understanding of scientific electrical equipment, particularly hydrophones. Confident working with camera, video equipment and software.
Job Circumstances	Enthusiasm for working with a wide variety of people, of all ages and backgrounds. Ability to live and work alongside others, in shared cabin for extended periods of time. Comfortable working offshore for up to two-weeks at a time.	