



## SEASONAL SENIOR DINGHY INSTRUCTOR JOB DESCRIPTION

Fixed-term contract from June to September 2022

37 hours per week

£19,500 pro-rata

Reporting to: Sailing Manager

Based in the stunning Chichester Harbour, Chichester Yacht Club is a busy and vibrant RYA Training Centre, offering a range of Adult and Youth RYA Courses, RYA Powerboat Courses and a wide variety of Club Training for members at all levels including Race Training, Fun on the Water sessions and non-RYA Powerboat Development. Following the success of our 2021 Training Program, CYC are keen to recruit a Senior Instructor on a fixed-term contract to support the Sailing Manager in the delivery of RYA Courses and our wide range of Club Training. This is primarily a practical role, although there will be a requirement to assist with administrative work.

Responsibilities include:

- Delivery and development of the 2022 training program
- Acting as a focal point for new and existing members in all training matters
- Assisting with the maintenance of the CYC fleet (sailing and powerboats) including minor repairs
- Act as the Duty SI in the Sailing Managers' absence
- Be a point of contact for first aid incidents within their ability
- Assisting the Sailing Manager and office staff with taking bookings for dinghy hire and training courses
- Assist in the completion of daily operational administration such as compiling group paperwork, creating daily plans and have an active role in checking programs for errors and suitability
- Assisting with dinghy hire, including setting up and checking in boats
- Ensure the presentation of the staff and personal image is always of an excellent standard
- Work alongside the Sailing Manager, Committees and Volunteers to achieve Club aims
- Ensure adherence to the Standard Operating Procedures and Club Policies
- Other duties as assigned

Person specification:

Applicants must hold an RYA Senior Instructor certificate with at least 2 years' instructing experience as a Dinghy/Senior Instructor working at a Sailing Club/Centre.

Required:

- RYA Senior Instructor

- Ability to work as part of a team and on your own initiative
- A high level of interpersonal skills
- Good logistics and IT skills
- Experience of working with Microsoft Office applications (training on Club databases will be provided)

Desirable:

- RYA Powerboat Instructor
- RYA Race Instructor
- RYA Race Coach Level 2
- Race management experience/qualifications

Benefits:

- Discounted food and drink
- Free meals during working hours
- Uniform provided
- Competitive rates of pay dependent on qualifications and experience

If you would like to discuss the role, call Drew Gibson, Sailing Manager on 01243 512918.

To apply, please send a CV with Covering Letter detailing your experience and why you would be suitable for the role to Drew Gibson, Sailing Manager [sailing@cyc.co.uk](mailto:sailing@cyc.co.uk).

The closing date for applications is Friday 1<sup>st</sup> April 2022.

Successful applicants will be subject to a Disclose and Barring Service (DBS) Check.

Hours will be flexible to cover sessions, including some evenings, weekends and bank holidays.