

**JOB DESCRIPTION**

Job Title:	<b>MAINTENANCE CO-ORDINATOR &amp; INSTRUCTOR</b>
Pay details	NJC SCP 22-24 £24,135 - £25,437 (Includes Location Allowance) depending on qualifications and experience
Hours per week	35
Leave entitlement	25 days per annum

The posts will be based on a 35 hour week but will involve flexible working, including some evenings and weekends.

Overall purpose of the job:

To be responsible for a major support function of the Centre in a planned maintenance schedule of the Centre's craft and ancillary equipment, buildings and trailers as well as coaching timetabled activities and Centre fleet management.

Reporting to: Centre Director

**DUTIES AND RESPONSIBILITIES**

1. To ensure that the workshops and the workshop plant, stores and equipment are safe, properly maintained and effectively managed.
2. To be the RYA Principal and play an active role as an instructor in the activities programme.
3. To be responsible for the maintenance of the Centre's craft to a recognised safe standard.
4. To prepare and monitor a Budget for the workshop expenditure in collaboration with the Centre Director.
5. To agree a programme with the Centre Director and to carry out the maintenance of the Centre's craft, ancillary, buildings fixtures and other equipment.
6. To ensure that the Centre's trailers are kept in a roadworthy condition and to arrange for/or undertake the necessary maintenance.
7. To maintain the necessary records and account to the Centre Director for all expenditure incurred in boat maintenance and associated activities.
8. To train and enable the staff, members and others involved in the Centre to assist with the maintenance of the Centre's craft, ancillary and other equipment where possible.
9. To attend meetings of the Centre, when requested by the Management Committee or the Centre Director and write reports when requested.
10. To undertake the role of Local Health and Safety contact for:
  - (i) workshop and associated stores
  - (ii) marine equipment
  - (iii) trailers
11. To ensure activities are conducted in accordance with the centre's policies.

## Duties common to all full time staff

1. To be a full member of the Centre's staff team to enable the Centre to achieve its wider aims and objectives.
2. To know the Centre's policies on Safety and Equal Opportunities. To implement these policies through individual work practices & the services the Centre offers.
3. To have a responsible attitude to the use of Centre equipment and facilities and to encourage a similar attitude amongst other users.
4. To further his/her own development through training.
5. To maintain links with Local and National Outdoor Education Organisations as appropriate.
6. To contribute with other staff members towards the supervision and support of people undertaking work experience or training programmes at the Centre.
7. To undertake any other duties as requested by the Management Committee or Head of Centre, commensurate with the grade.

## PERSON SPECIFICATION

### JOB TITLE: **MAINTENANCE CO-ORDINATOR & INSTRUCTOR**

The person specification below indicates the range of experience and qualifications that candidates will be expected to have.

1. Knowledge of and demonstrable competence in boat construction and maintenance in; wood, GRP and plastic.
2. Knowledge and experience of managing Health & Safety in the workplace
3. Knowledge and experience of outboard and marine diesel engine maintenance
4. Proven experience and ability to work within a staff team in a multi user facility.
5. Experience of working with young people in a multi-ethnic, urban setting in outdoor and adventure activities.
6. Experience of Managing Health and Safety in outdoor and adventure activities.
7. Current Clean Driving Licence.

## Qualifications and Experience

Essential	Desirable
Knowledge of and demonstrable competence in boat construction and maintenance in; wood, GRP and plastic.	Qualifications in boat maintenance, building or plant management
RYA Senior Instructor Award	Further Education Qualifications in Sport
An additional Level 2 qualification in two of the following: Kayaking, Canoeing or Rowing	Power Boat Instructor and additional outdoor activity qualifications
A willingness to undertake training	Knowledge and experience of outboard and diesel engine maintenance
Safety Boat Certificate	
Good working knowledge of Microsoft Office	