



## **Pilgrim of Brixham BM45**

### **Job Description – Skipper**

Job Title: Skipper

Reports to: Nominated Director & Trustee

Employment status: Employee or contractor (dependent on circumstances)

Mandatory Pre-requisites:

1. Current RYA Yachtmaster Offshore (Sailing) Commercially Endorsed and to be renewed as required.
2. Current Full ENG1 or ML5 Medical Fitness Certificate, to be renewed as required.
3. Residential base readily accessible to Brixham, Devon.
4. Attain satisfactory Enhanced DBS check.

Role:

The skipper is responsible for the day-to-day operation and management of Pilgrim of Brixham.

During the sailing season the skipper must deliver high quality traditional sailing experiences for individuals, friends and family groups and charter guests. From time-to-time these may include socially diverse young people and vulnerable adults. Guests must have the opportunity to be involved in actively crewing the vessel and must receive coaching and instruction from the skipper as appropriate. In addition, during the season, the skipper must oversee or undertake necessary ongoing maintenance to ensure the vessel's safety and serviceability. In the off season, the skipper is required to supervise and participate in the annual maintenance programme and any necessary refitting with volunteers and contractors where appropriate. In addition, there is a responsibility to select and train volunteer crew as required.

Key to the role is the need to ensure the preservation, operation, maintenance and protection of Pilgrim of Brixham in accordance with the charity's objects.

Responsibilities:

1. The safe handling and navigation of Pilgrim of Brixham in a manner compliant with statutory provisions, including the Maritime Labour Convention provisions where applicable and in accordance with her MCA Category 2 Small Commercial Vessel Coding and consistent with good maritime practice.
2. Ensuring that activities year-round are carried out in accordance with the Foundation's Standard Operating Procedures and in compliance with the Foundation's adopted Policies.

3. Leading and supervising any employed or contracted crew and our volunteer crew.
4. Looking after the welfare of guests, crew, volunteers, and trainees, including their morale and discipline.
5. Training, coaching and mentoring existing crew, volunteers and trainees by encouraging their professional development and acting as a role model.
6. Undertaking personal assessments and certification (where appropriate) of crew, volunteers, trainees and guests as part of their personal or professional development. In particular, assessing volunteers progress as to their crew suitability.
7. Work constructively with the Trustees to:
  - a. Operate the vessel within budget and following the Foundation's financial and purchasing procedures.
  - b. Create and maintain proper records as necessary and in accordance with necessary Data Protection and Privacy policies.
  - c. Deal with unexpected issues and incidents that may arise, such as the need to implement emergency repairs or deal with a medical emergency
  - d. Help to find and recruit new crew and volunteers as an integral member of the Foundation's volunteer management and administrative team.
  - e. Help with the planning and scheduling of future programmes.

#### Appointment and Working Hours

This is a full time appointment. The nominal hours are 40 per week. However, the nature of the role of Skipper and the unique responsibilities associated with it mean that there is a need for considerable flexibility with working hours particularly during the sailing season, when there is a regular need to exceed these hours.

Every reasonable opportunity is to be taken to offset long hours with rest and taking time off. This applies particularly when not on watch while sailing and when not sailing. It also applies during the winter when the nominal hours are reduced to 35 per week over 5 days to compensate.

#### Context

Pilgrim of Brixham is a member of the UK National Historic Fleet and is a cherished part of Brixham's sailing trawler heritage. The role of skipper is wide ranging and requires someone who is friendly and outgoing but also able to be professional and act with tact and diplomacy at all times both on and off the vessel. They may be asked to represent the Foundation, acting as an ambassador, championing what we do and raising our profile. The Skipper is supported by a committed and energetic Trustee Leadership Group and a community of more than seventy volunteers.

The Trustees have an ongoing commitment to organisational and professional improvement and the skipper must be willing to commit to undertaking further personal qualifications where appropriate and participate in training or attend courses for which financial help may be available.

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#### **PILGRIM Heritage Sailing Foundation**

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