



**WORKING  
WITH US  
APPLICATION  
PACK**

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# Welcome from Martin Coles, CEO



Thank you for your interest in working with us. This is a special and unique charity with a distinctive vision, talented staff and a huge number of passionate volunteers. Our beneficiaries (i.e. our cadets and seafarers) are at the heart of what we do and we are proud that we help so many young people and seafarers to seize a better future.

This is an exciting time for MSSC. We have a clear vision and strategy driving us forward. We're ambitious in our plans to maximise our impact and we will continue to evolve as a charity to make sure we achieve our goals.

Our values play a key part in determining our ways of working. We want employees who are passionate about what we do, who understand why we're here and recognise the significant impact we can have on our cadets and seafarers lives. We want employees who are driven to succeed and who want to work in line with our values to change lives.

I hope after reading through this application you'll see what an incredible charity MSSC is and you will be inspired to apply.

We look forward to receiving your application pack and hopefully welcoming you into our charity in the future.

Kind regards  
**Martin Coles, CEO**

# What we do and our impact

We are a charity that helps launch young people for life today whatever they want to do after school and helps seafarers to keep learning all their lives.

Our vision is to be the leading maritime charity for youth development and lifelong learning.

Specifically for Sea Cadets the charity works across the country to give youngsters some balance in their life. With 160 years experience, we're helping teenagers from all backgrounds, every week via a network of 9,000 volunteers through 400 units, some in the hardest hit regions of Britain, to launch well for life. Our close links with the Royal Navy, their traditions and ethos inform much of the nautical activity.

The charity helps them cope better, enjoy what life brings and encourage new ways of thinking and acting. Through a range of different adventures on land and on the water the charity offers a chance to learn from one another, build skills, resilience and self-belief through adventure, discipline and developing a sense of family and purpose often lacking in their home lives.

The Marine Society has a long history of supporting the maritime sector and is one of the country's oldest charities – established in 1756. It supports all seafarers through distance learning programmes, making study available via distance learning which can enhance their careers and personal development. It offers a range of

scholarships to support that self-improvement. The charity also provides libraries to ships and installations, supporting crew well being and professional development through a variety of titles.



# Our values

We are driven by what we do and the impact we have. We are proud of our work, approaching it with positivity, energy and enthusiasm as we lay the foundations for more inspiring futures.

Our shared values and ways of working are summarised below and will guide us as we work together to achieve our goals for those we support.

## **RESPECT**

We are professional, courteous and considerate.

## **LOYALTY**

We put the charity first and all work together to achieve our shared goals for seafarers and cadets.

## **SELF-DISCIPLINE**

We are planned and structured in our work and we take responsibility.

## **COMMITMENT**

We are positive and go the extra mile to deliver our objectives.

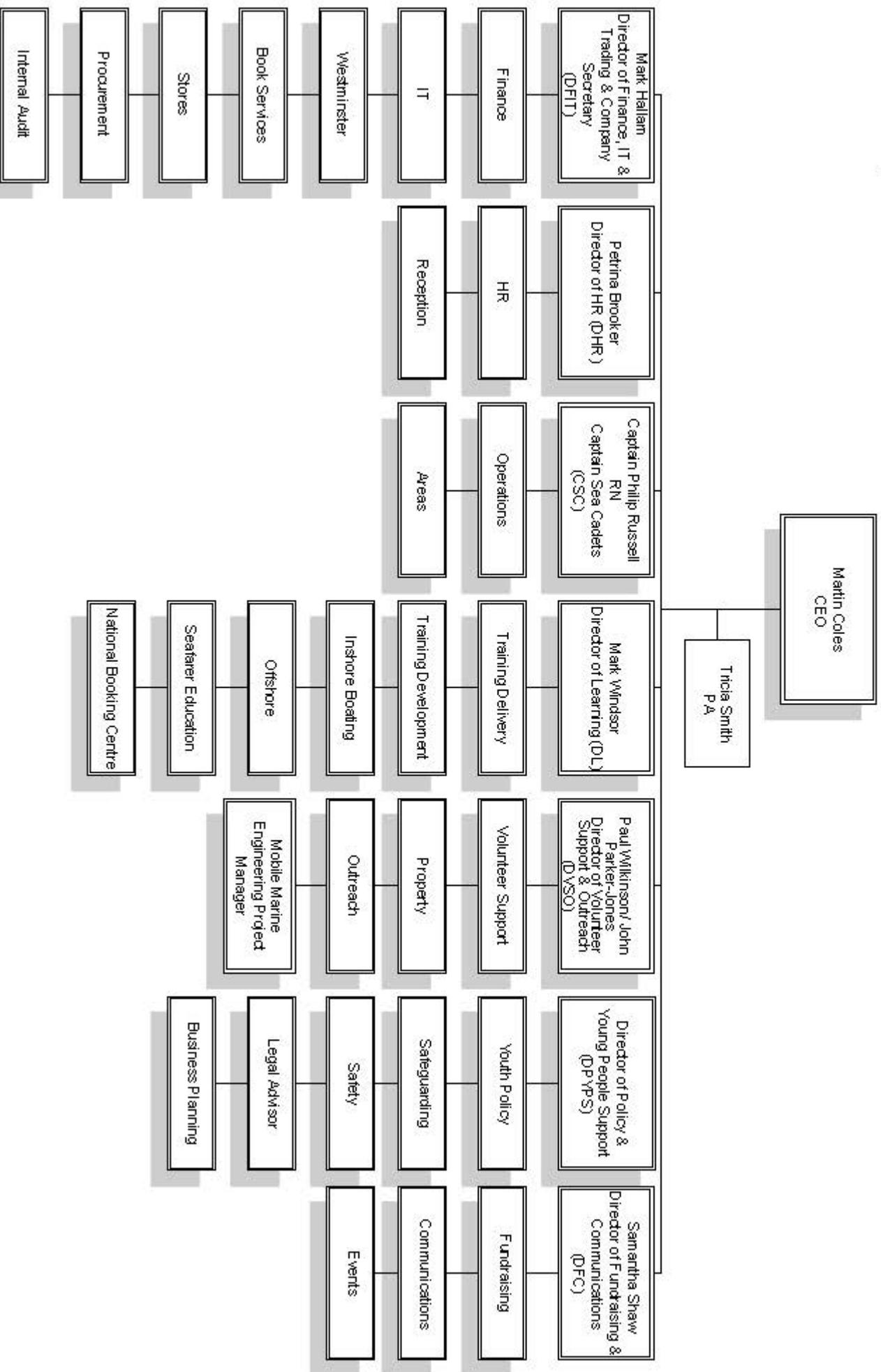
## **HONESTY & INTEGRITY**

We are open and honest, and we treat each other fairly.



# Our Structure

We employ around 190 full time equivalent employees geographically spread across the UK. Our national office is located at 202 Lambeth Road in London where around 60 members of staff work including our chief executive and the senior management team. The senior management team is our chief executive and seven directors including the Captain of the Sea Cadet Corps



# Job description

<b>Job title:</b>	<b>Marine Engineer, TS John Jerwood and TS Jack Petchey</b>
<b>Line Manager:</b>	<b>Commanding Officer, TS John Jerwood and TS Jack Petchey</b>
<b>Location:</b>	<b>On ships based out of Gosport, PO12 2AB</b>
<b>Contract:</b>	<b>Permanent, full time</b>
<b>Salary:</b>	<b>c. £29,000 gross per annum depending on experience</b>

## CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets and personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and five-year strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

## OUR VISION

To be the leading maritime charity for youth development and lifelong learning.

## FOR SEA CADETS IN PARTICULAR

To give young people the best possible head start in life through nautical adventure and fun.

## FOR THE MARINE SOCIETY IN PARTICULAR

To give the best possible lifelong learning opportunities to seafarers tailored to their individual needs.

## OUR VALUES

Respect, Loyalty, Self-Discipline, Commitment, Honesty & Integrity

## THE ROLE

MSSC's offshore fleet currently consists of two 42ft 'Rustler' yachts, two modern power vessels and our flagship, TS Royalist, a 34mtr sail training brig (tall ship). The role of Marine Engineer is to manage the maintenance and safe operation of all machinery on board the vessels TS John Jerwood and TS Jack Petchey including maintaining the hull, structure, main and auxiliary machinery, electrical and electronic systems, fuel, water, LP air and hydraulics, and the planning and execution of maintenance periods.

The vessels undertake 6-day voyages for up to 12 Cadets at a time, around the UK and near continent, from March to November. From December to February, the vessels undergo winter maintenance, including a docking, usually in the Gosport area. The particular demands of seagoing employment require the post holder to be available for duty for prolonged periods, and working hours will necessarily need to be flexible. Although overtime is not recognised, the working and rest hours for these roles will be within the confines of the terms of the Maritime Labour Convention. The uncertain nature of the working hours will be compensated by the holiday arrangements afforded.

The Marine Engineer on board TS John Jerwood and TS Jack Petchey is an employee of The Marine Society & Sea Cadets (MSSC) and is a member of the Head of Offshore Training's staff, based on board their respective ships.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holders will be required to undergo a Disclosure and Barring Service (DBS) check.

## PURPOSE

The primary purpose of the Marine Engineer is to safely operate and maintain all mechanical, electrical, hydraulic and water systems, services, fittings and equipment on their respective ships.

The secondary purposes of the Marine Engineer is to support embarked Cadet and staff training.

# Job description

In this role, the post holder will be required to work with:

1. Adult crew members: specifically to motivate and work effectively with the vessels' permanent and relief crew members.
2. Young people: these roles require working directly with young people in a mentoring and motivational capacity.
3. Other MSSC colleagues: within the Offshore Office and across the organisation.
4. Other external organisations: both operationally and for the development and growth of public relations and fundraising opportunities.

## KEY RESPONSIBILITIES

The following is a list of key responsibilities of the Marine Engineer role, but is not exhaustive:

1. To conduct routine maintenance of mechanical, electrical, hydraulic, water systems in accordance with Planned Maintenance Schedules.
2. To operate engines, generators, electrical, hydraulic and water systems as required.
3. To carry out general ship husbandry.
4. To effect repairs and planned maintenance during the season and refit periods as requested by the Offshore Technical team.
5. Maintain an in-depth knowledge of specific machinery and equipment through ongoing training and other methods as required by MSSC
6. To fully understand and utilise the Electronic Planned Maintenance System (EPMS)
7. To liaise with contractors on behalf of the offshore technical team as required.
8. To advise and guide relief Engineer Officers
9. To assist with the cadet training programme.
10. To support the CO during the winter refit/maintenance period (Dec to Feb) by ensuring all maintenance and refit job cards, checks, inspections, modifications, and servicing routines within his/her department are conducted in a timely and satisfactory manner. This will require close liaison with contractors and shore support staff, and regular update briefings on progress with the CO and shore technical support staff. To programme personal leave to ensure availability for work during the key periods of the winter refit programme

## OTHER DUTIES

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

As part of the initial induction in order to get to know the Sea Cadets, the post holder will be encouraged to assist as a volunteer with evening activities within a local unit (details to be agreed) for a period of one month within the first year of employment.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and equality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

## OUR COMMITMENT

We recognise our responsibilities to safeguard and protect the young people and vulnerable adults with whom we work. We do all we can to promote their health, safety and wellbeing, and we ask our staff to share this commitment and work in line with our values and ethos of inclusivity. We adhere to safer recruitment practices and therefore employment is subject to detailed pre-employment checks for successful candidates, including references and DBS checks and attendance at relevant safeguarding training.

# Person specification

## Marine Engineer, TS John Jerwood and TS Jack Petchey

Essential	Desirable
<b>Experience/work-based knowledge and qualifications</b>	
Approved Engine Course;	Working knowledge and understanding of the voluntary and community sector
ENG1 or ML5 medical certification (will be arranged on successful selection)	Experience of working with young people and a good understanding of how to ensure they are effectively supported
Ability to act as the principal Marine Engineer on board	
Management and leadership experience with ability to direct ship's staff and crew with clarity and authority	
Be able to investigate and diagnose faults on all equipment/plant on board MSSC offshore vessels.	
Knowledge of diesel and petrol engines/electrical systems and/or marine or plant experience	
Good verbal and written communication skills	
Proven instructional ability and experience of delivering training lectures to cadets (on subjects such as firefighting)	
Time served Engineering apprenticeship or a sound background and experience in mechanical and electrical engineering (e.g. RN ME training).	
To have a COSHH awareness	
Knowledge of health, safety and safeguarding legislation and best practice procedures as they relate to working with children. (training and updates provided to successful candidates)	
Computer literacy – good knowledge of Microsoft Word, Excel, email, internet	
<b>Core Competencies</b>	
Excellent interpersonal, leadership, and mentoring skills	
Ability to interact effectively and build relationships with a wide range of personnel from visiting VIP to young cadet	
Flexibility – ability to adapt and be flexible in approach to work and working patterns	
Ability to comply with and promote MSSC safeguarding, safety and environmental policies	
Ability to deal with unexpected incidents and to make decisions under pressure	
Ability to work remotely from line management, work unsupervised and to prioritise workloads around core role	

# Person specification

<b>Personal characteristics</b>
Inspiring, dynamic, positive, enthusiastic, must enjoy working with young people
Self-motivated
Proactive and results orientated
Tactful, approachable, discreet and diplomatic
Flexible & reliable, and adaptable to change
<b>Other</b>
Satisfactory DBS (or equivalent) check

# Employment details

<b>Location:</b>	On ships based out of Gosport, PO12 2AB
<b>Salary:</b>	c. £29,000 gross per annum depending on experience
<b>Contract:</b>	Permanent, full time
<b>Hours of Work:</b>	The particular demands of seagoing employment require the post holder to be available for duty for prolonged periods, and working hours will necessarily need to be flexible. Although overtime is not recognised, the working and rest hours for these roles will be within the confines of the terms of the Maritime Labour Convention. The uncertain nature of the working hours will be compensated by the holiday arrangements afforded.
<b>Probationary period:</b>	Six months
<b>Notice:</b>	Three months after probation
<b>Notice During Probationary Period:</b>	One month during probation
<b>Other:</b>	We value our employees are committed to providing relevant training opportunities where possible. We also offer flexible working and time off in lieu if you are required to work an evening or weekend.

# Benefits

MSSC values our employees and offers a range of benefits.

## PENSION SCHEME

All eligible employees are able to join our generous salary sacrifice pension scheme with Aviva. This plan allows employees to contribute a minimum of 3% of their salary. If employees contribute at this rate, MSSC will contribute 5%. However, if employees increase their contribution to 5%, MSSC will contribute 10%.

## LIFE INSURANCE

All employees enrolled in the Pension Scheme will automatically be enrolled in MSSC's Life Insurance scheme, which pays out a lump sum of four times employee's salary if required.

## PRIVATE MEDICAL INSURANCE

All employees outside of their probationary period are eligible to join MSSC's Health Insurance scheme with AXA PPP (formerly Simplyhealth). Employees can also add members of your family (spouse, partner, children) to the scheme at a competitive rate.

## EMPLOYEE ASSISTANCE PROGRAMME

MSSC provides a programme offered by Health Assured to help support employee's personal wellbeing. This offers a free confidential telephone counselling service, which is available 24 hours per day, 365 days a year. MSSC also has a wellbeing portal to support employees.

## SEASON TICKET LOANS

All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan for an annual season ticket. This is deducted from the employee's monthly payroll spread across the year.

## EYE CARE

For employees who regularly use a computer monitor or any other form of Display Screen Equipment, MSSC contributions towards eye tests and glasses.

## SUZUKI AFFINITY SCHEME

Thanks to MSSC's partnership with Suzuki, employees and their direct families have the opportunity to purchase a Suzuki car at preferential prices.

## MOBILE AND CONTRACT DISCOUNTS

MSSC has partnered with EE to provide employees with great discounts on Pay Monthly, Pay As You Go and Mobile Broadband with EE



# How to apply

Thank you for your interest in working for Marine Society and Sea Cadets.

If you would like to apply, please send us the below documents.

1. Mandatory - CV and a Supporting Statement of no more than 2 sides. This should include your motivation for applying, why you believe you are a strong candidate for the post; your current/last salary; your notice period (if applicable); any of the recruitment dates you are unable to make.
2. Optional - a completed equal opportunities form available on our website.

We will sadly be unable to consider your application if you do not send in a CV and a supporting statement.

Please email your application to [recruitment@ms-sc.org](mailto:recruitment@ms-sc.org). Alternatively, please print out and post your completed application to **HR, The Marine Society and Sea Cadets, 202 Lambeth Road, London SE1 7JW**.

For an informal discussion about the role of Marine Engineer on board our power vessels, please contact MSSC's Offshore Office on 02392 765888

**Closing date: Midday, Friday 22 February 2019**

**Interviews expected to take place week commencing 25 February 2019**

**The successful applicants will be required to undergo a Disclosure and Barring Service check.**