



C/O Kate Mojaat
Port Training Services
Quay Road
Blyth, NE24 3PA
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Feb 2018

To whom it may concern,

Attached are the job descriptions for the new roles starting at Blyth Tall Ship from 1st April 2019. Please send applications with a CV and covering letter initially to Kate Mojaat at Port Training Services kate.mojaat@porttrainingservices.co.uk. It is acceptable to apply for more than 1 role.

Closing Date for applications: 11pm Thursday 22nd Feb

Interviews 1st and 2nd March

Yours faithfully

A handwritten signature in black ink, appearing to read "Clive Gray".

Clive Gray
Chief Executive
Blyth Tall Ship

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Maritime Engineering Assessor & Trainer

Job Title	Blyth Tall Ship Maritime Engineering Assessor & Trainer (self-employed or employed by Port of Blyth). Full Time.
Reports to	Blyth Tall Ship Project Manger with dotted lines to BTS Head Shipwright for day to day operations and the head of Port Training Services for NVQ oversight.
Appointed by	Interview Panel
Period of Appointment	3 years.

Job Purpose Summary

To develop, deliver, assess and administer NVQ courses up to level 3 in Marine Engineering, with a particular bias to Heritage boat building skills, including the supervision and coaching of course participants during work experience in the yard and career coaching to maximise employment outcomes.

Working with a specialist boat builder and senior members of the BTS team to develop and deliver sustainable commercial courses.

Key Responsibilities

Organisational

- To report to the BTS project manager overall with a dotted line to the Head Shipwright on a day to day basis and dotted line to the head of Port Training Services.

Functional

- Actively be involved in the recruitment of trainees working with the business development manager.
- Deliver and Asses Level 1 NVQ in heritage Engineering Skills working in wood
- Deliver bench training for NVQ level 2 in marine engineering working with wood and then agree set work pieces working on restorations and a new build with a specialist boat building team who will supervise the delivery, which this role will then assess and supervise.
- Book in external trainers for rigging and engines modules and assess the learning outcomes.
- Complete all course, feedback and funding paperwork as required.
- Supervise groups while working in the Blyth Tall Ship Workshop.
- Systematic support of individuals to grow employability skills and find future employment including CV writing and employability skills coaching.
- Observe and maintain safe working practices at all times.
- To maintain the tidiness and maintenance of the training environment.
- Develop and deliver new commercial courses with an aim of bringing in £15000 a year net.

Hours and Salary

The role will be full time. It will have 5 weeks holiday a year, but may involve evening and weekend working. It will be home based with limited travel required. Salary will be based around £120 a day and a 37.5 hour week.

Personal Profile

Required:

- Experienced NVQ Trainer Assessor and course designer
- Demonstrably enthusiastic about the heritage of ship building in Blyth and its global and national economic and cultural implications.
- Worked with hard to reach young people and have existing heritage maritime engineering skills.
- Have a 'can do' and 'entrepreneurial nature' with a view to leading the growth of the training function into commercial lines of revenue.

Head Shipwright Job Description

Job Title	Blyth Tall Ship Head Shipwright (self employed status)
Reports to	Blyth Tall Ship Project Manager
Appointed by	Interview Panel
Period of Appointment	3 Years

Job Purpose Summary

To lead the engineering delivery team of the Blyth Tall Ship boatyard, building a traditionally built new build Zulu within budget and timescale, support the training of the projects trainees by finding appropriate assessed projects within the yard and building sustainable ongoing boatyard business.

Key Responsibilities

Organisational

- Manage heritage boat restorations and new builds end to end.
- To agree and manage a budget within the overall charities expenditure.
- To lead the development of new yard business
- To be an ambassador for the values and aims of Blyth Tall Ship both in media and welcoming and supporting visitors to the workshop.
- Be responsible for health and safety within the engineering working areas of the project.
- To maintain and prepare the Williams II for its ongoing programme.
- To be responsible for the daily work in the workshop of the trainer when not training and agree assessed jobs for trainees.

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Functional

- To plan restoration and new build programmes within time, resource, people and budget boundaries.
- Set out work programmes and supervise groups while working in the Blyth Tall Ship Workshop, including contractors, trainees and volunteers.
- Coach individuals to grow skills their skills including bi monthly minted 1 to 1's with direct reports.
- Maintain a record of and manage expenditure against agreed budgets.
- To build a ZULU and sell it enabling future business to develop.
- Manage the daily functions of the carpenters and volunteers maintaining a happy and progressive working environments in keeping with the transformational values of the charity.

Hours and Salary

The role is full time and based on 37.5 hours a week on a daily rate of £130 as a self employed role. It will have 5 weeks holiday a year, but may involve evening and weekend working. It will be home based with limited travel required. It is the responsibility of the individual to ensure they maintain their freelance status.

Personal Profile

Required:

- Experienced heritage boat restorer and builder
- Natural coaching skills with all ages
- NVQ assessor.
- Ability to plan multiple work projects, delegate and monitor projects to completion.
- Have a can do and entrepreneurial approach to building a future business.
- At all times to be able to project a positive, proactive face to visitors, workers, the media and the board in keeping with the values of the charity.

Heritage Carpenter Job Description

Job Title	Blyth Tall Ship Heritage Carpenter (self-employed status)
Reports to	Blyth Tall Ship Shipwright.
Appointed by	Interview
Period of Appointment	Full time based on 37.5 hours a week and five weeks paid holiday

Job Purpose Summary

To build and restore boats under the direction of the Blyth Tall Ship Shipwright. To Supervise Level 2 NVQ Trainees during their work experience. To support volunteers in the workshop.

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Blyth Tall Ship, Company Number: 07267448, Charity Number:1138239, email: clive@blythtallship.co.uk

Key Responsibilities

Organisational

- Work for the BTS Shipwright and support the BTS Trainer.

Functional

- To take a major part in building a traditional Zulu and delivering commercial heritage boat building work for the BTS yard.
- Coaching and supervision of Trainees and Volunteers.

Hours and Salary

The role will be full time at a rate of £10.40 an hour for a 37.5 hour week. It will have 5 weeks paid holiday a year, and may involve evening and weekend working. It will be on a self-employed status. It is the responsibility of the individual to ensure they maintain their freelance status.

Personal Profile

Required:

- Level 3 NVQ (or equivalent) Joinery Qualifications
- Experience of fitting planks, decking, rigging and marine finishes on large vessels.
- Demonstrably enthusiastic about the heritage of ship building in Blyth and its global and national economic and cultural implications.

Useful

- Have served time as a traditional shipwright
- Have Training or Assessor qualifications.
- Have worked with Young people.
- Be a positive role model to trainees and present as an ambassador for BTS.

BTS Business Development Manager

Job Title: BTS Business Development Manager (self-employed). 2 days a week.

Reports to Blyth Tall Ship Chief Executive\Project Manager

Appointed by Interview Panel

Period of Appointment 3 years.

Job Purpose Summary

To recruit 20 Trainees a year into a level 1 NVQ in Engineering Operations via BTS's partners, marketing and events, of which 12 are able to progress to the Level 2 during a 6 month paid placement. At the end of the course to offer employment coaching and to follow up after 6 months of completion to assess Trainees status and if anything else is needed.

To support the Shipwright and Trainer in developing further commercial courses and yard work.

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To grow £120,000 year in corporate sponsorship using current or new packages.

During the absence of the chief exec during voyages to oversee the direct reports, deliver board reports, manage funder feedback and cash releases for the HLF

Key Responsibilities

Organisational

- With a limited budget, to ensure an ongoing programme of visits, open days, events, marketing, presentations and meetings that deliver Trainees of enough calibre to ensure 12 are able to take on the level 2 course each year.
- To deputise for the operational responsibilities of the Chief Exec when away on voyages
- To create and manage £120k a year of corporate sponsorship.

Functional

- Deliver an overall marketing and lead generation programme to fill 12 level 2 paid Traineeships a year and build the profile of BTS for future commercial work.
- Complete candidate reviews and coaching pre start, at the end of training and six months on.
- Coach individuals to grow employability skills to find future employment.
- To mail, call and follow up a pipeline of potential sponsors managing it through to an annual £120k turnover.
- be an ambassador for the values, ethics success of BTS at all times.
- Maintain a record of volunteer time and other KPI's within the project on a monthly basis.
- Complete funder feedback and funding releases in the absence of the Chief Exec
- To report to the board in the absence of the chief Exec

Hours and Salary

The role will be based on an average 2 day a week with 5 days paid holiday a year. The days can be taken in blocks or spread out further dependant on the requirement at the time.

Personal Profile

We imagine this role will suite a retired senior commercial manager with a national profile looking to do something for the community.

Required:

- Senior corporate commercial experience.
- Demonstrably enthusiastic about the heritage of ship building in Blyth and its global and national economic and cultural implications.
- Worked with or have an affinity for hard to reach young people and the unemployed.
- Have a 'can do' and 'entrepreneurial nature' with a view to filling existing funded courses, supporting the growth of the training function into commercial lines of revenue and driving sponsorship.

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Blyth Tall Ship, Company Number: 07267448, Charity Number:1138239, email: clive@blythtallship.co.uk

Marine Engine Trainer

Job Title:	Marine Engine Trainer (self-employed status). Occasional
Reports to	Blyth Tall Ship Trainer with a dotted line to the Head Shipwright when in the workshop.
Appointed by	Interview Panel
Period of Appointment	3 years.

Job Purpose Summary

To develop, deliver, assess (if qualified) and administer NVQ course modules in marine engines up to level 2 for courses of up to 8 Trainees as and when requested. Also working with a specialist boat builder and the trainer to ongoing develop sustainable commercial courses that could increase the role's hours.

Key Responsibilities

Organisational

- To deliver courses in line with AEL's (or other awarding bodies) module standards and formats in servicing and maintaining marine engines.

Functional

- Deliver training for NVQ level 2 in marine engineering working with marine engines.
- Complete all course, feedback and funding paperwork as required.
- Supervise groups while working in the Blyth Tall Ship Workshop.
- Observe and maintain safe working practices at all times.

Hours and Salary

The role will be based on 12 days, twice a year to deliver and assess courses based on a day rate of £100 on a self employed basis. No travel costs to the workshop will be reimbursed.

Personal Profile

Required:

- Experienced NVQ Trainer and possibly Assessor (support can be given if required)
- Demonstrably enthusiastic about the heritage of ship building in Blyth and its global and national economic and cultural implications.
- Worked with hard to reach young people and have existing heritage maritime engineering skills.
- Have a 'can do' and 'entrepreneurial nature' with a view to leading the growth of the training function into commercial lines of revenue.

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Marine Rigging Trainer

Job Title:	Marine Rigging Trainer (self-employed status). Part time
Reports to	Blyth Tall Ship Trainer with a dotted line to the Head Shipwright when in the workshop.
Appointed by	Interview Panel
Period of Appointment	3 years.

Job Purpose Summary

To develop, deliver, assess (if qualified) and administer NVQ course modules in marine rigging up to level 2 for courses of up to 8 Trainees as and when requested. Also working with a specialist boat builder and trainer to ongoing develop sustainable commercial courses that could increase the role's hours.

Key Responsibilities

Organisational

- To deliver courses in line with AEL's (or other awarding bodies) module standards and formats in servicing and maintaining marine engines.

Functional

- Deliver training for NVQ level 2 in marine engineering working with marine rigging.
- Complete all course, feedback and funding paperwork as required.
- Supervise groups while working in the Blyth Tall Ship Workshop.
- Coach individuals to grow employability skills to find future employment.
- Observe and maintain safe working practices at all times.

Hours and Salary

The role will be based on 12 days, twice a year to deliver and assess courses based on a day rate of £100 on a self employed basis. No travel costs to the workshop will be reimbursed.

Personal Profile

Required:

- Experienced NVQ Trainer and possibly Assessor (support can be given if required)
- Demonstrably enthusiastic about the heritage of ship building in Blyth and its global and national economic and cultural implications.
- Worked with hard to reach young people and have existing heritage maritime engineering skills.
- Have a 'can do' and 'entrepreneurial nature' with a view to leading the growth of the training function into commercial lines of revenue.

f. Job Title: BTS Workshop Volunteer Co-ordinator (voluntary unpaid). 1 day a week.

Reports to Blyth Tall Ship Shipwright with dotted line to the Friends of Blyth Tall Ship executive group.

Appointed by Interview Panel

Period of Appointment 3 years.

Job Purpose Summary

To work in support of the BTS shipwright and trainer to plan work and training for the workshop volunteers that is both fulfilling for the individual volunteer, worthwhile in support of the workshops training, boat building, restoration and commercial aims and reduces the daily commitment of the shipwright to need to micro manage daily work for volunteers.

Key Responsibilities

Organisational

- To work directly with volunteers and the BTS Shipwright and Trainer to develop and allocate Volunteers ongoing work and support then to deliver it by arranging training and communicating what can be done by who and when.

Functional

- To support the training and H&S paperwork for workshop volunteers
- develop and ongoing programme of work and training that is then communicated to volunteers.
- To reduce the task allocation and supervisory time of the Shipwright and Trainer in supporting volunteers and grow volunteer contribution, autonomy and self esteem.

Hours and Salary

The role will be based on an average 1 day a week (or more if willing), probably on a Monday or Tuesday, but with the potential to support workshop volunteering 7 days a week.

Personal Profile

Required:

- Demonstrably enthusiastic about the heritage of ship building in Blyth and its global and national economic and cultural implications.
- Have a supervisory experience of engineering workshops
- Have an understanding of wood and metal work.
- Be a structured thinker.
- Have a compassionate and supportive nature

Preferable

- Worked with hard to reach young people and the unemployed before.
- Have a 'can do' and 'entrepreneurial nature'.
- Have heritage boat and ship building experience.
- Have Ship yard operational experience

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