



GORDONSTOUN

Broader experiences, broader minds.

FULL TIME FIRST MATE

Reports to: Sail Training Coordinator

Job Purpose: Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. Sail training is a core part of the Gordonstoun curriculum and takes place on “Ocean Spirit of Moray” - the School’s 80 foot Oyster Ketch normally based at Plockton on the west coast of Scotland. The vessel is principally used to deliver the School’s sail training programme to students in years 8, 10 and 12 on voyages of two, five or seven nights’ duration. In addition, the vessel may sail with groups from the wider community for both sail training and recreational voyages. The key focus of this role is to support the Skipper of Ocean Spirit with delivery of the sail training programme and the maintenance of the vessel. The sail training curriculum includes courses in our Dipping Lug Cutters which are also based at Plockton and the post holder will be required to instruct in one of these boats.

Watersports courses for year 9 pupils are run at Hopeman on the Moray Firth during the autumn and spring terms. A variety of craft are used, including power-boats, and the post holder will be required to assist with the delivery of these courses.

Responsibilities of all members of staff:

- Comply with Gordonstoun’s policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun’s values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

Sailing on board Ocean Spirit:

- To act as the Skipper’s Executive Officer to help manage the day to day running of the vessel, and to deputise for the Skipper in their absence
- To ensure that the vessel’s safety and operational procedures as set out in the Vessel Management System are implemented and that trainees are briefed in all aspects of safety.
- To act as Officer of the Watch and to be in charge of the safe operation and navigation of the vessel in alternation with the skipper.
- To take charge of sail handling and other deck work when required.

- To instruct and supervise trainees in all aspects of the voyage including deck work, watch keeping, seamanship and domestic duties.
- To build a positive working relationship with trainees in order to help achieve the objectives of the voyage.
- To instruct trainees in elements of the RYA Cruising Scheme when required.
- To supervise trainees whilst ashore when required
- To contribute to the appraisal of trainees including a formal end of voyage debrief
- To assist with the supervision of crew transfers by launch/tender when Ocean Spirit is based at the Plockton Mooring.
- To supervise trainees whilst travelling to/from Gordonstoun and the vessel
- To be responsible for the daily, weekly, monthly maintenance routines on board the vessel and to keep written records of work carried out.
- To be responsible for the victualing and other storing of the vessel
- To assist with any repairs necessary on a day to day basis and to oversee and carry out planned maintenance during breaks in the sailing programme.
- Sailing staff may occasionally be assigned other duties during non-sailing periods in the vessel's season.

Winter refit of Ocean Spirit:

- To assist with the laying up, maintenance, refitting and re-commissioning of Ocean Spirit.
- To supervise the above work (and staff) in the Skipper's absence
- To liaise with boatyard staff and contractors
- To keep maintenance records
- To drive School vehicles as required by the refit programme (if appropriately qualified).
- To assist with the delivery of vessels to and from winter refit bases.

Cutter Sailing:

- To assist with the instruction of cutter sailing at Plockton.
- To provide safety cover and/or instruction for the Watersports Courses at Hopeman
- To assist with the launching, recovery and maintenance of the cutters and safety vessels.
- To write brief reports on the pupils under the post holder's instruction on completion of their Water Sports courses.

Additional responsibilities of a full-time member of staff

- To take a full part in the life of the School during non-sailing periods, including regular attendance at school functions
- To attend morning chapel at least twice a week during non-sailing periods
- To contribute in a positive way to the ethos of the school in line with Gordonstoun's values
- To carry out any other task as required from time to time in order to support the school.

Person Specification:

Attributes	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> ● Experience as First Mate aboard Sail Training vessels over 20meters LOA. ● RYA Cruising Instructor/YMI ● Powerboat Qualifications ● Maintenance and Refit experience ● Knowledge of Safety management Systems 	<ul style="list-style-type: none"> ● Keel Boat Instructor/experience 	Interview & Probationary period on board.
Qualifications	<ul style="list-style-type: none"> ● RYA Yachtmaster Offshore (practical) certificate or above ● Commercial Endorsement ● RYA Cruising Instructor/YMI ● RYA First Aid Certificate ● RYA Power Boat 2 Certificate ● MCA ENGI Certificate of medical fitness ● RYA Diesel Engine Course ● Firefighting course ● Food Hygiene Certificate 	<ul style="list-style-type: none"> ● RYA Safety Boat Certificate ● RYA Powerboat Instructor ● RYA Keel Boat Instructor 	Certificates to be shown at interview
Skills/abilities (general)	<ul style="list-style-type: none"> ● Ability to work effectively as part of a small professional team ● Good organisational and communication skills, particularly when working under pressure ● Ability to maintain a good situational awareness with regard to the safety of others ● Ability to work constructively with young people in challenging situations 	<ul style="list-style-type: none"> ● Has an understanding of, and commitment to, the general values and ethos of the school ● A commitment to doing the best for students from diverse cultural backgrounds. 	Interview & Probationary period on board.

	<ul style="list-style-type: none"> ● Enthusiasm for passing on their interests and passions for sailing and the maritime environment 		
Skills/abilities specific to the post	<ul style="list-style-type: none"> ● Ability to lead a watch of 5 or 6 Trainees in all aspects of the voyage including domestic tasks. ● Ability to keep a watch at sea without support from senior staff ● Ability to safely lead all deck-work tasks including setting, reefing and lowering sails. ● Can follow procedures for carrying out emergency drills. 	<ul style="list-style-type: none"> ● Familiar with vessel maintenance and recording systems ● Able to carry out and supervise basic repair tasks and equipment checks ● Able to carry out and supervise RIB and Launch transfers to/from the vessel and the shore ● Able to instruct in our Cutters and Powerboats ● Is able to contribute to the debriefing and appraisal of Trainees 	Interview & Probationary period on board.
Interpersonal skills & social skills	<ul style="list-style-type: none"> ● Fit and in good health ● Happy to spend extended periods living and working on board a sail training vessel in shared accommodation ● Is able to interact socially with young people in a positive and appropriate way 	<ul style="list-style-type: none"> ● Has experience in conflict management 	ENGI Medical Fitness Certificate Interview Interview & Probationary Period on board
Safeguarding	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 	Has CP and Safeguarding training	PVG Check process

Equality Act 2010 - Occupational Requirements with regard to age:

As our students are aged up to 18 years, the School has set an age requirement of 21 or over for all applicants for this post. Applying these requirements is a proportionate means of achieving a legitimate aim in line with the Equality Act 2010.