



**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.

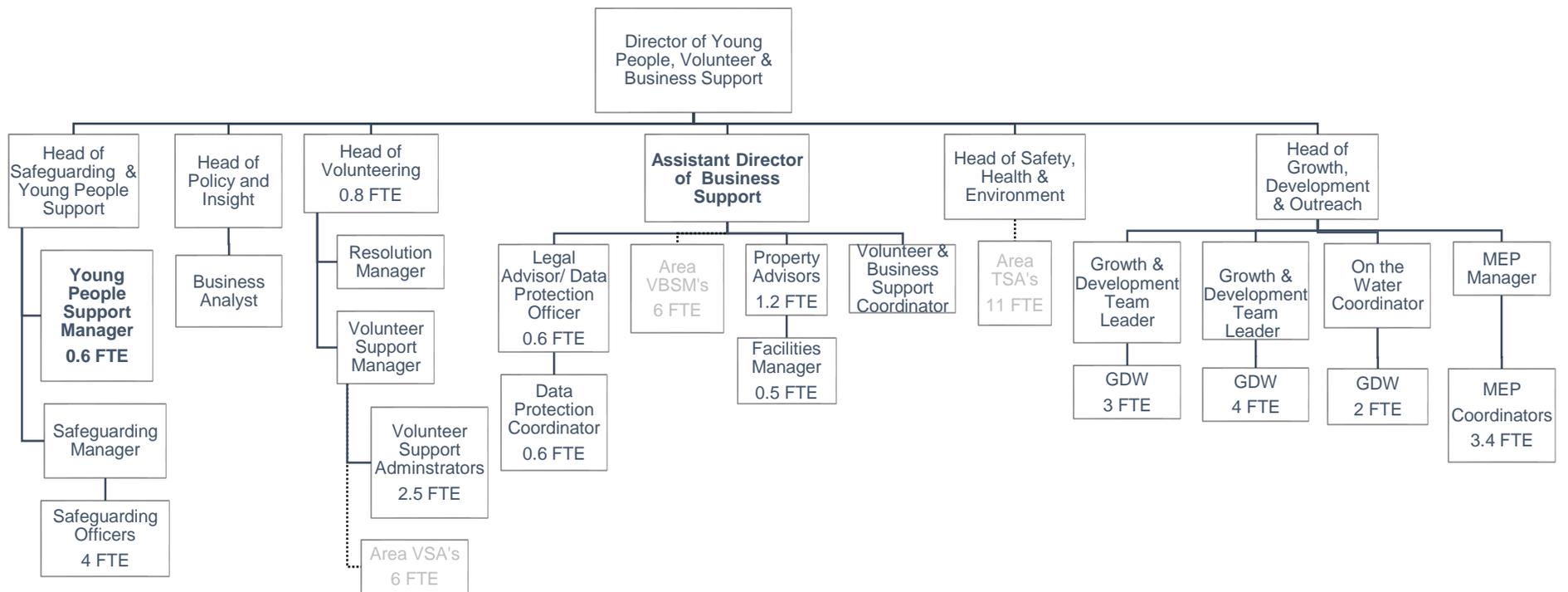
COMMITMENT

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.





Grey font / dotted line = functional management

Bold font = newly created posts.

Job description

Job title:	Assistant Director, Business Support
Line Manager:	Director of Young People, Volunteer & Business Support
Location:	MSSC HQ London
Contract:	Full Time

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 to give them the best possible head start in life. We also provide 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 THE MARINE SOCIETY IN PARTICULAR

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

FOR SEA CADETS IN PARTICULAR

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

OUR VALUES

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

ROLE DETAIL

The **Assistant Director, Business Support** reports to the Director of Young People, Volunteer & Business Support. The post holder will be the line manager for the Legal Adviser / Data Protection Officer, the Property Advisers and the Business Support Coordinator. They will also be the functional manager for the Area Volunteer & Business Support Managers.

The Assistant Director, Business Support is a full-time employee of The Marine Society & Sea Cadets (MSSC).

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

Occasional evening and week-end working is the norm and the role will require travel to other MSSC, Sea Cadet Corps (SCC) (and other organisation's facilities), especially within the areas.

PURPOSE OF ROLE

The post will be responsible for the MSSC's business functions and the support provided to local Sea Cadet Units on governance and business matters. Specifically, the Assistant Director, Business Support will be responsible for the organisation's business planning and risk management processes, the provision of property advice and support and the organisation's insurance arrangements.

Job description

KEY RESPONSIBILITIES

The following is a list of the principal (but not exhaustive) tasks of the post holder:

1. To provide effective leadership and management of the Business Support functions of the charity, including line management of the Legal Adviser / Data Protection Officer, the Property Advisers and the Business Support Coordinator.
2. To provide functional management of the Area Volunteer & Business Support Managers.
3. To coordinate the charity's business-planning processes, including the monitoring and reporting on progress and facilitating the business planning reviews / Portfolio Management Group of the Senior Management Team.
4. To coordinate the charity's strategic and operational risk-management processes, including the monitoring and reporting on progress and acting as a facilitator to risk reviews by the Senior Management Team.
5. To work closely with the Head of Policy and Insight to ensure that the data collection, analysis and reporting on all business planning, risk and organisational performance is undertaken in an effective and timely manner.
6. To be responsible for the legal support and data protection functions provided to the charity through the Legal Adviser / Data Protection Officer.
7. To ensure that appropriate insurance cover is in place for both the MSSC and individual Sea Cadet Units.
8. To ensure that effective governance and business support is provided for all Sea Cadet Units.
9. To be responsible for property and facilities matters relating to MSSC properties and for the provision of property advice to Sea Cadet Units provided to the charity through the Property Advisers.
10. To be responsible for the management, allocation and approval of grants and loans to Sea Cadet Units for property and similar matters.
11. To be a member of the MSSC emergency out of hours' telephone rota, together with other senior colleagues.
12. To deputise for the Director of Young People, Volunteer & Business Support

Job description

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.

Date:

Signed:

Print Name:

Person specification

Assistant Director, Business Support

Essential	Desirable
Experience/work-based knowledge and qualifications	
Educated to degree level (or equivalent).	Educated to degree level (or equivalent) in a business related field.
Experience of leading and managing a staff team engaged in a diverse range of work.	Experience of managing independent professionals.
Experience of communicating with internal and external stakeholders using excellent communication and interpersonal skills with the ability to present information in a manner appropriate to the audience, including through formal and informal presentations	Experience of leading and managing business planning and monitoring processes in a charitable setting.
Experience of managing risk management monitoring and reporting processes.	Experience of communicating with and supporting volunteers
Experience of monitoring and managing budgets	Experience of managing grants and grant giving processes
Experience of managing and supporting data protection and GDPR matters.	Experience of supporting charity governance, particularly in small federated charities
Understanding of charity governance	
Experience of leading and managing business planning and monitoring processes.	
Experience of delivering projects against targets.	
Working knowledge and understanding of the voluntary and community sector.	
Core Competencies	
Able to work as part of a wider management team.	
Able to manage a team with a diverse workload and managing the achievement of targets.	
Able to support employees, where necessary addressing performance issues.	
Able to communicate effectively with internal and external audiences.	
Able to analyse and use data and management information effectively.	
Have good influencing skills and an ability to foster and maintain successful working relationships with colleagues and contacts.	
Able to self-service and work unsupervised, organising own workload and the workload of others whilst meeting deadlines and taking the initiative.	
Able to develop and deliver creative and effective projects and strategic solutions.	
Results orientated and able to set and meet targets and to report against them to internal and external parties in a timely and appropriate manner.	
Able to adapt and be flexible in approach to work.	

Person specification

Personal Characteristics
Inspiring, dynamic, energetic, enthusiastic, must enjoy working with people and be customer focused.
Proactive and results orientated.
Tactful, approachable, discreet and diplomatic.
Positive, flexible & reliable, and adaptable to change.
Discretion and an ability to keep sensitive information confidential.
Other
Satisfactory DBS (or equivalent) check.
Ability and willingness to travel as necessary.
Ability and willingness to work occasional evenings and weekends as required.

Employment details

Location:	MSSC, 202 Lambeth Road, London SE1 7JW
Salary:	£50,000 Gross per annum
Contract:	Full time, permanent
Hours of Work:	Core working hours will be 35 hours per week between 9:00am and 5:00pm Monday to Friday with one hour for lunch, unpaid. Any other such occasional hours as the role demands.
Probationary period:	Three months
Notice:	Three months
Notice During Probationary Period:	Two weeks
Annual Leave:	25 working days pro rata of paid holiday per annum, plus public and bank holidays observed in England and Wales, increasing to 29 days after two years' service.
Training:	We value our employees and are committed to providing relevant training opportunities where possible.
Flexible Working	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.

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.

PRIVATE MEDICAL INSURANCE

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

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.

