

Job Description | Project Organiser



Summary

Job Title: Project Organiser
Reports to: Project Chairman
Location: River Hamble, Southampton | Work from Home

About the Role

The successful candidate will demonstrate an outstanding passion and aptitude for sail training. You will become the lead of day to day operations for the Project, seeking to grow and maintain the relationships of the Project with our customers, and Project members, as well as governing organisations. Experience in sail training and possession of RYA qualifications are desirable but not essential.

What you'll be doing

- The first point of contact for customers, dealing with enquiries, and bookings
- Promote the Project
- Organise / book volunteer sea staff for sail training voyages, familiarisation voyages, Refit season
- Maintain regulatory paperwork, complete required reports
- Ensure maintenance is completed to keep yachts in coding and seaworthy (Managing and supporting the Project Bosun's work activities)
- Arrange to provision the boats for sail training voyages
- Work with Training officer to develop Project members

What we need from you

You will be someone that can build relationships quickly with our customers, Project members and your counterparts within ASTO, and the Scout Association. We're looking for a highly motivated individual who will join and make an impact on our Project as well as enjoying our fun and flexible working culture.

Other desirable characteristics and experience include:

- Excellent time management & self-organisation
- Self-awareness/ability to receive criticism and feedback
- Knowledge and experience of sailing/sail-training
- RYA sail qualifications (Ideally YM Offshore)
- Knowledge and experience of the Scout Association

About Discovery Sailing Project

We prepare young people with skills for life; The Discovery Sailing Project delivers offshore sailing experiences for young people. We allow Scouts, Youth Organisations and others to develop through sail training. We are part of the Scout Association, forming the Offshore Sailing section of the Dockland Scout Project and are guided by the Scout Association values and methods. The Project is also a member of The Association of Sail Training Organisations; ASTO is pro-active in developing the safety standards within Sail Training and encourages good practice.

We operate three sail training vessels and regularly take part in Sail Training International tall ships races. Our customers are predominantly from Scouting, with us also operating some corporate/non-youth group voyages.

Candidates wishing to apply should email their CV and a covering letter to ben.pearcy@dsp.uk.com (Deputy Chairman)