



Ministry
of Defence

Navy Command FOI Section
Navy Command Headquarters
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FOI 2017/06932

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Via email: [REDACTED]

3 August 2017

Dear [REDACTED]

Request for Information

Thank you for your email of 12 July 2017 in which you requested the following information:

I would like a copy of the Terms of Reference for the following positions at the Joint Services Adventurous Sail Training Center, Haslar Road, Gosport, Hampshire. PO12 3NU.

Sz1 Yacht Maintainer
D Band Sailing Instructor
C2 Yacht Skipper
C2 Victoria Manager'

Your enquiry is being treated as a request for information under the Freedom of Information Act 2000.

A search has now been completed within the Ministry of Defence (MOD) and I can confirm that information in scope of your request is held. Terms of Reference for the positions you have requested can be found attached to this letter.

If you have any queries regarding the content of this letter, please contact this office in the first instance

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate

your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

Navy Command Secretariat – FOI Section

TERMS OF REFERENCE – YACHT MAINTAINER LABOURER PROFILE

1. The Yacht Maintainer holds the Grade of Skill Zone 1. Their primary role is to conduct a variety of maintenance tasks associated with JSASTC yachts and other MoD owned AT craft operated by JSASTC. He/she must be able to work as part of a team and be willing to undertake a variety of labouring tasks as directed by his/her Line Manager. He/she must show an acceptable level of numeracy, literacy and basic computer skills. The incumbent must have an awareness of the Health and Safety at Work regulations as they apply to Industrial staff at both a personal and establishment level. He/she must indicate their willingness to be flexible in their approach to the post and its responsibilities. There may be a requirement for foreign travel so the incumbent should be able to hold a valid passport. They may also be required to act as part of a delivery or recovery crew aboard JSASTC yacht or the workboat.

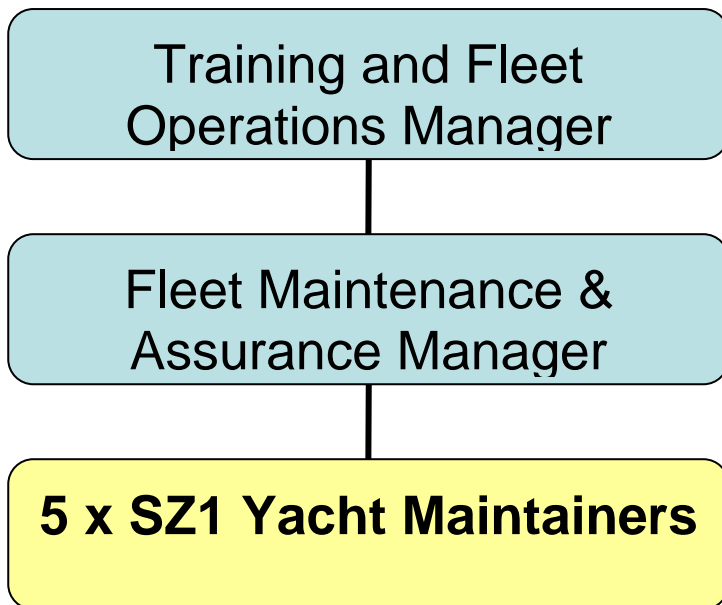
SUPERIORS

2. The Yacht Maintainer is accountable to the Victoria Manager working as directed

AUTHORITY

3. Liaise directly with JSASTC staff to achieve his/her purpose.

ORGANISATION



PRINCIPAL TASKS

4. To carry out a variety of maintenance tasks associated with yachts allocated to JSASTC as directed by the Fleet Maintenance & Assurance Manager. To include basic servicing tasks, painting, varnishing and cleaning.

TRAINING REQUIREMENTS

5. The following training requirements have been identified and will be provided by formal, online or on the job training.

- a. Induction.

- b. MOD mandated training.
- c. JSASTC Yacht and equipment familiarisation.
- d. Manual handling techniques training.
- e. Lifting and Slings training.
- f. Travel Hoist assistant.
- g. Pedestrian Forklift Operator.
- h. Scissor Lift Operator.
- i. Powered floor sweeper familiarisation.
- j. Pressure washer familiarisation.
- k. Yacht refuelling familiarisation.
- l. JSASTC stores procedures.

Postholder

Line Manager

Signature:

Signature:

Print Name:

Print Name:

Date:

Review Date:

TASKS IN SUPPORT OF PRIMARY PURPOSE

- 7. To assist the Safety Equipment Manager in the effective & efficient provision of services, assisting in the organisation & execution of all services delivered by the SEM department.
- 8. Compliance with all Health & Safety & environment protection requirements as laid down in the SAFETY HEALTH ENVIRONMENT AND FIRE (SHEF) AND SUSTAINABLE DEVELOPMENT (SD) ORGANISATION AND ARRANGEMENTS STATEMENT by the OiC JSASTC.
- 9. Inspection & Maintenance of all sea survival equipment used on the JSASTC fleet of boats. Maintaining stock levels of inspected and maintained equipment to satisfy planned & unplanned demands.
- 10. Operation of the JSASTC boat hoist during the lifting & re-launching and racking of boats and for lifting and stepping STC masts. In the absence of the SEM taking charge of the lifting and racking operations.

SECONDARY TASKS

- 11. Supervision of slinging operations carried out by JSASTC staff. Maintain and keep current the

JSASTC lifting equipment register. Monitoring when periodic lifting equipment inspections are due and liaison with contractors to facilitate inspections of lifting equipment.

12. Periodic visual inspections of cradles and boat supports
13. Manufacture standing and running rigging for STC and support craft, maintaining a register of when the rigging was changed and the due date of when it needs to be replaced.
14. Cleanliness and maintenance of pontoons and hard-standing areas. Periodically cleaning the pontoons with a pressure washer. Keeping the hard standing area clean and tidy.
15. Three monthly periodic inspection of MoD pontoons and reporting of defects to the Engineering Facilities Manager
16. Monthly Inspections & maintenance of JSASTC trolleys.
17. Operation the high pressure water washing machine for boat wash downs and pontoon cleaning.
18. Act as crewmember of support craft when required.
19. Carry out minor sail repair and other sail-making tasks.
20. Endeavour building fire warden, facilitating the safe evacuation of the building during an emergency.
21. Maintenance trips abroad to carry out period inspections and maintenance of Sea Survival equipment on deployed boats.

TRAINING REQUIREMENTS

22. The following training requirements have been identified:
 - a. Induction.
 - b. Sea Survival Equipment Maintainer/Supervisor training course.
 - c. Travel hoist training.
 - d. Lifting and Slinging training and qualification.
 - e. RYA Level 2 Power Boat Course.
 - f. RYA Sea Survival Course.
 - g. Fire warden training.
 - h. Mandatory, and any other relevant Health & Safety, Environment & Fire training
 - i. All other MoD mandatory training requirements.

Postholder

Line Manager

Signature:

Signature:

Print Name:

Print Name:

Date:

Review Date:

PROFILE

1. Sail Training Vessel (STV) Instructors are Band D Instructional Officers. Their basic qualifications are RYA Cruising Instructor (Sail) with a commercial endorsement (CE) and with some experience. They must be capable of supervising and teaching using the style and methods approved by the RYA and used by Service instructors, of exercising command of Service personnel at sea and be acquainted with the aims and ethos of Adventurous Training (AT) in the Armed Forces. The permanent Instructors fill position numbers: 00084013, 00084014, 00064015, 00084016, 00084017, 0084018, 00070228, 00070229, 00198948 and 00198950.
2. Each post holder must also be capable of teaching theory in the classroom and delivering safety briefings. They are expected to qualify as an RYA Yachtmaster Instructor and Examiner (Sail) within a reasonable timescale of joining JSASTC. As a group, their qualifications also include: SRC Instructor/Assessor, Sea Survival Instructor, Diesel Instructor, First Aid Instructor, Medical First Aid/Care at Sea, Shorebased Instructor, Radar Instructor and sailmaker. They should be mature and highly experienced yachtsmen with a passion for teaching offshore sailing. Experience in general boat maintenance is essential and specialist knowledge in GRP repairs, gas and engine systems is desirable.
3. Instructors will be expected to complete up to 20 weeks on-water instruction annually. They will have a minimum of 48 hours rest between weeks afloat. When not on the water, or taking leave, they will work JSASTC's normal hours for Instructor Grades conducting maintenance on yachts as directed by the FM&AM.

PURPOSES

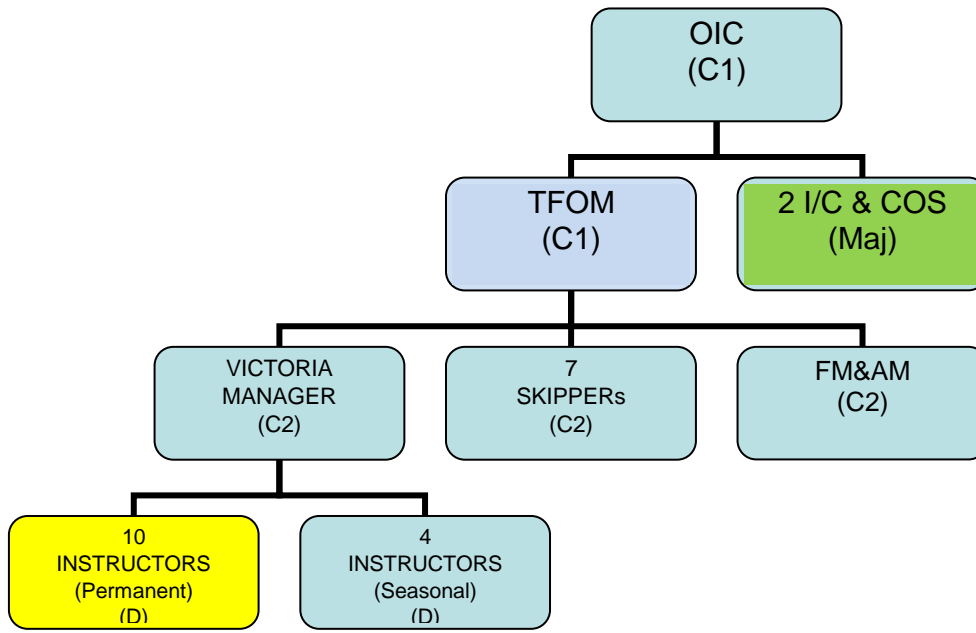
4. Primary Purpose. To train Service personnel in offshore sailing in accordance with the RYA national cruising scheme syllabus to enable these personnel to progress from novice to yacht skipper in order to lead and support adventurous sail training expeditions.
5. Secondary Purposes.
 - a. To support offshore sail training at JSASTC by acting as STV custodian and by maintaining STV and associated equipment to a high standard of repair, cleanliness and in a seaworthy condition.
 - b. To support training at JSASTC by assisting in the preparation of practical and theory courses, classrooms and associated equipment.

SUPERIORS

6. Band D Instructors are accountable to the Victoria Manager when acting as instructors and/or examiners when delivering RYA Training. They are responsible to the FM&AM when undertaking yacht maintenance.

ORGANISATION

7.



AUTHORITY

8. Instructors are in command of STV and crews when nominated as Skipper, Instructor or Examiner.

9. Instructors have authority over:

- a. All trainees allocated to courses for which they have been nominated as an instructor or examiner and
- b. Additional personnel assigned to work in support of the Instructor Group.

PRINCIPAL TASKS

10. To act as Instructor and/or Examiner on RYA practical courses under sail in JSASTC STVs for up to 20 courses per year.

11. To be responsible for the safe conduct of the vessel and the administration, control, organisation, training, safety, discipline and welfare of the crew alongside and at sea in the UK or overseas in the STV for which they are nominated as Skipper, Instructor and/or Examiner.

12. When detailed to carry out handover or takeback of STVs:

- a. At handover, when a visiting skipper is put in charge of STV, to ensure the visitor is made fully conversant with all the rules and policies for safety, maintenance, training and behaviour and bring his attention to SOPs in particular Part 1 Section 1, 2, and 3 and Part 2 Section 8 and 9.

- b. At “takeback” to ensure that the STV is left in a clean and tidy condition with the ships log completed correctly, inventory items checked and remedial action taken to make good losses or damage.
13. Instructors are responsible for maintaining vessels and associated equipment in a clean, seaworthy condition and for carrying out minor repairs to STVs, their engines and other equipment. These duties will include:
- a. Stripping paint and varnishing, preparing surfaces and painting or varnishing to a high standard, both inside and outside the STV.
 - b. Scrubbing down, cleaning, preparing and anti-fouling underwater surfaces.
 - c. Cleaning and polishing GRP surfaces.
 - d. Cleaning, degreasing and painting bilges.
 - e. Carrying out daily and weekly routine maintenance and replenishment of engines, batteries and electrical equipment in accordance with instructions issued in SOPs, engine handbooks and planned maintenance instructions.
 - f. Removing, stripping, inspecting, lubricating, replacing worn or broken parts and re-assembling winches, toilets and pumps fitted in STV. Replacing worn or defective parts as necessary.
 - g. Setting up or removing masts and rigging. Adjusting rigging and carrying out upkeep and minor repairs to standing and running rigging.
 - h. Assisting with slinging handling and shoring STV when hoisting or lowering and while ashore or on transporters.
 - j. Setting up, securing and removing trestles and ladders round STV ashore and in the refit shed.
 - k. Washing and drying sails as directed.
 - l. Moving stores, fuel and STV fittings, including masts and spars between STV, storerooms and working areas.
 - m. Fuelling STVs.
 - n. Preparing and submitting Job Cards.
14. Ensure the correct upkeep of Ships Log, Defect Books, SOPs, Management Packs, System Packs and associated books and papers on board the STC under the direction of TFOM/Victoria Manager.
15. Draw stores as necessary to keep the STV correctly equipped.

16. When suitably qualified, to conduct classroom instruction and examinations on the following shorebased courses in accordance with current RYA instructions: RYA Yachtmaster Coastal Skipper, Yachtmaster Shorebased, Day Skipper Shorebased, Sea Survival, SRC, Diesel Engines, First Aid and Radar.

17. To assist in the preparation of classrooms and associated equipment for the courses at paragraph 14 (above).

18. When suitably qualified, to manufacture sails, carry out sail repairs, rope work and instruct in these topics.

TRAINING REQUIREMENTS

19. The following training requirements have been identified:

- a. Induction
- b. Equality and Diversity
- c. PAR
- d. IT security.
- e. IT equipment at JSASTC
- f. IT packages in use for training and admin e.g. M.S. Powerpoint, Excel and Word.
- g. RYA Shorebased Instructor
- h. RYA Yachtmaster Instructor
- i. RYA Yachtmaster Examiner
- j. Medical Care at Sea
- k. Medical First Aid at Sea
- l. Sea Survival Instructor
- m. SRC Instructor/Assessor
- n. RYA Diesel Instructor
- o. RYA Radar Instructor
- p. Small craft maintenance

Postholder

Line Manager

Signature: Signature:

Print Name: Print Name:

Date: Review Date:

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TERMS OF REFERENCE – C2 SAIL TRAINING YACHT SKIPPER

PROFILE

1. The Sail Training Yacht Skipper is a Band C2 Yacht Skipper with proven experience in command of large yachts, typically over 15 metres, operating worldwide and relevant experience in administration and personnel management. The post holder must have an understanding of the military adventurous training ethos and hold an RYA Yachtmaster Ocean and RYA Cruising Instructor qualification on appointment. A Service background and other relevant qualifications such as LRRC and MFAS and MCAS are desirable. Experience in general boat maintenance is essential and specialist knowledge in GRP repairs, gas and engine systems is desirable.

2. The Band C2 Yacht Skippers will fill position numbers: 00070233, 00070224, 00070225, 00070227, 00154568 and 09070222.

3. Yacht Skippers will be expected to complete up to 20 weeks on-water expedition Skippering or instruction annually. They will have a minimum of 48 hours rest between periods afloat. When not on the water, or taking leave, they will work JSASTC's normal hours for C2 Grades working as directed by the TFOM or conducting maintenance on yachts as directed by the FM&AM.

PURPOSES

4. Primary Purpose.

a. To train Service personnel in offshore sailing in accordance with the RYA national cruising scheme syllabus to enable these personnel to progress from novice to yacht skipper in order to lead and support adventurous sail training expeditions.

5. Secondary Purpose.

a. To be Skipper in command of a Sail Training Craft (STC) carrying out adventurous sail training expeditions and courses in a Service environment, to enable members of the Armed Forces to develop essential personal character and leadership qualities. It is expected that JSASTC Yacht Skippers will spend up to 20 weeks per year at sea.

b. To be an Instructor or Examiner onboard STC carrying out RYA courses in a Service environment, to enable members of the Armed Forces to gain RYA qualifications.

c. To manage and assist in the repair and maintenance of JSASTC craft when afloat and when at Gosport as directed by the FM&AM.

SUPERIORS

6. C2 Skippers are accountable to the TFOM when acting as Skippers and/or instructors and/or examiners when Skippering expeditions or delivering RYA Training. They are responsible to the FM&AM when undertaking yacht maintenance at Gosport.

AUTHORITY

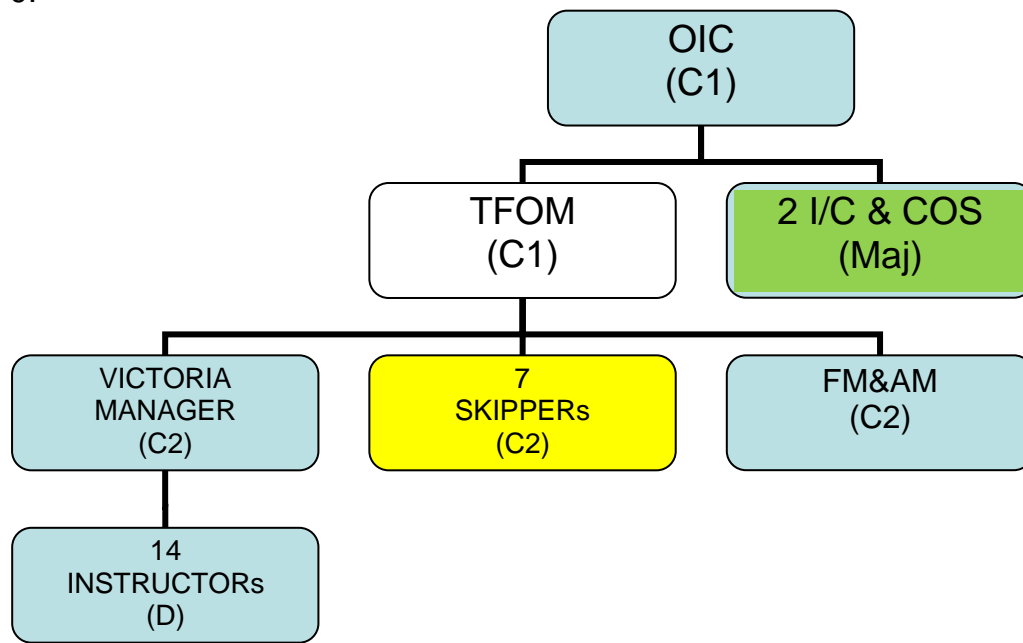
7. Yacht Skippers are in command of STC and crews when nominated as Skipper, Instructor or Examiner.

8. Yacht Skippers have authority over:

- a. All trainees allocated to expeditions or courses for which they have been nominated as Skipper, Instructor or Examiner.
- b. Additional personnel assigned to work in support of the Yacht Skipper.

ORGANISATION

9.



PRINCIPAL TASKS

General

10. To be responsible for the safe conduct of the STC for which they are nominated as Skipper and for the control, organisation, training, discipline and welfare of the crew alongside and at sea.

11. To prepare the allocated STC in all respects for sea, including the provision of victuals, naval and other stores, fuel, gas and water according to the task.

12. To confirm that the crews allocated to the STC reach the minimum manning standard and are adequately briefed and trained to operate the STC safely before proceeding to sea.

13. Conducting the Take-over and Hand-back of the STC with other skippers in accordance with SOPs.

14. Yacht Skippers are responsible for maintaining vessels and associated equipment in a clean, seaworthy condition and for carrying out minor repairs to STVs, their engines and other equipment. These duties will include:

a. Stripping paint and varnishing, preparing surfaces and painting or varnishing to a high standard, both inside and outside the STC.

b. Scrubbing down, cleaning, preparing and anti-fouling underwater surfaces.

c. Cleaning and polishing GRP surfaces.

d. Cleaning, degreasing and painting bilges.

e. Carrying out daily and weekly routine maintenance and replenishment of engines, batteries and electrical equipment in accordance with instructions issued in SOPs, engine handbooks and planned maintenance instructions.

f. Removing, stripping, inspecting, lubricating, replacing worn or broken parts and re-assembling winches, toilets and pumps fitted in STC. Replacing worn or defective parts as necessary.

g. Setting up or removing masts and rigging. Adjusting rigging and carrying out upkeep and minor repairs to standing and running rigging.

h. Assisting with slinging handling and shoring STC when hoisting or lowering and while ashore or on transporters.

j. Setting up, securing and removing towers and ladders round STC ashore and in the refit shed.

k. Washing and drying sails as directed.

l. Moving stores, fuel and STC fittings, including masts and spars between STV, storerooms and working areas.

m. Fuelling STCs.

n. Preparing and submitting Job Cards.

15. Carrying out medical first aid on crewmembers as required or delegating this duty to a qualified doctor, nurse or paramedic in the crew.
16. Assisting other skippers with their allocated STC.
17. As STC Skipper:
 - a. To ensure that the STC allocated is maintained in a proper, safe and standardised condition to fulfil its role effectively and safely.
 - b. Responsible for maintenance as outlined in JSASTC Orders and Memoranda.
 - c. The safekeeping, proper accounting for and upkeep of all equipment and stores whilst nominated as Skipper.
 - d. To be responsible for the maintenance, storing and administration of STC whilst nominated as the Skipper.
 - e. To work in support of STCs when ashore at JSASTC.
 - f. To ensure the satisfactory completion of maintenance periods of the STC for which they are nominated.
 - g. To assist the FM&AM in the preparation of defect lists for refits of the STC allocated.
 - h. Monitoring the progress of commercial refit of the STC.
 - i. Organising the preparation and storing of the allocated STC prior to deployment.
 - k. Ensuring that the charts and publications carried on the allocated STC are kept up to date.
14. To assist in the teaching of shorebased courses when nominated as Instructor.
15. To teach and examine onboard JSASTC STCs carrying out RYA practical training on a mutually agreed number of occasions.

TRAINING REQUIREMENTS

15. The following training requirements are identified, in addition to those in the PROFILE above:

Mandatory:

- a. Induction Training
- b. Nicholson 55 STC Skipper Qualification

- c. Challenge 72 Skipper Qualification
- d. Equality and Diversity
- e. PAR
- f. IT security.
- g. IT equipment at JSASTC
- h. IT packages in use for training and admin e.g. M.S. Powerpoint, Excel and Word.
- i. RYA Shorebased Instructor
- j. RYA Yachtmaster Instructor
- k. RYA Level 2 (Planing) Powerboat handling course
- l. Medical Care at Sea
- m. Medical First Aid at Sea
- n. Use of radar at sea.
- o. JSASTC STC communications equipment/GMDSS (LRRC)

Desirable:

- a. Sea Survival Instructor
- b. SRC Instructor/Assessor
- c. RYA Diesel Instructor
- d. RYA Radar Instructor
- e. RYA Examiner

Postholder

Line Manager

Signature: Signature:

Print Name: Print Name:

Date: Review Date:

TERMS OF REFERENCE – VICTORIA MANAGER**PROFILE**

1. The Victoria Manager is an Instructional Officer Band C2 with a proven service, sea-going background. Qualification must include RYA Yachtmaster Instructor and Examiner with Commercial Endorsement, Sea Survival Instructor, safety equipment maintainer and RYA Shorebased Instructor. General seamanship, including sail repair experience is also important.

PURPOSES2. Primary Purpose

a. To supervise the day to day employment of 8 Instructors under the direction of the Training Officer (TO) so that the training and maintenance needs of the JSASTC Victoria fleet are met efficiently.

b. To supervise the general employment of the SEM and SE staff.

c. Hold on charge and manage the Permanent Loan Record (PLR 1099F) for 15 Victoria 34 STC.

3. Secondary Purpose

a. To train men and women of the three Services to the RYA/DTp Sail Cruising Scheme standards so as to qualify them to support Adventurous Training Expeditions in service yachts.

b. To deputise for the Training Officer in his absence.

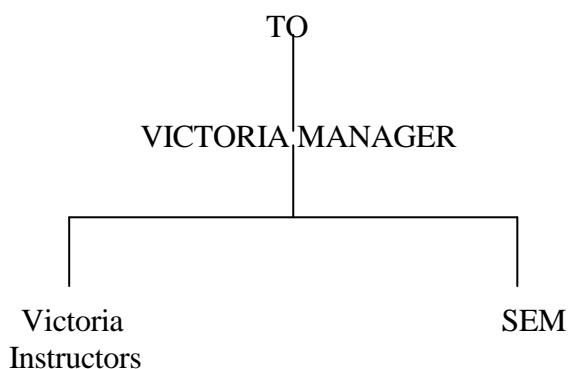
SUPERIORS

4. The Victoria Manager is:

a. Accountable to the Training Officer.

ORGANISATION

5.

**AUTHORITY**

6. The Victoria Manager is the Line Manager of all Civilian Instructors (Band DIO), SEM and SE staff employed by the JSASTC.

PRINCIPAL TASKS

7. Supervising the Instructors duties as detailed at para 7 of the Instructors job specification.
8. a. Taking responsibility for stores on his charge up to the value of £1.5M and for drawing stores as necessary to keep STC correctly equipped and carrying out proper accounting procedures.
9. Allocating Instructors to tasks on a daily/weekly work plan.
10. Liaise with Training Administrator to assist with the allocation of instructors to cover maintenance periods and winterisation requirements.
11. Controlling leave arrangements of the Instructors.
12. Supervising the submission of Job Cards in accordance with JSASTCO Chapter 24.
13. Assembly, control, issue and return of extended cruise chart folios for long deployments.
14. General supervision of the Victoria 34 in-house winterisation programme for up to 10 STC including:
 - a. Supervision of lift out.
 - b. In-shed management.
 - c. Mast lifting, re-stepping and ensuring correct rig tensions.
15. Pre-commercial refit surveys with FMM.
16. Attending post commercial refit acceptance trials.
17. As a Practical Instructor instructing Service students of all ranks in the following subjects ashore and afloat.
 - a. The RYA cruising scheme from Competent Crew to Yachtmaster Offshore.
 - b. Assist the TO with Cruising Instructor Courses.
 - c. Involvement as necessary to assist in teaching the in the Shorebased syllabi.
 - d. Sea Survival, Safety Equipment Instruction and Sea Safety Briefings.
18. The training and development of all JSASTC staff under his/her line authority to ensure the achievement of the JSASTC aims and objectives.
19. To act as Safety Examiner and carry out Risk Assessments on the following area's;

Instructors Laypart stores, Instruction rooms, Civilian Rest room, Building 98 and Victoria 34 Pontoon training area's, as per JSASTCO's.

TRAINING REQUIREMENTS

20. The following training requirements have been identified:

- a. Induction
- b. Equal Opportunities
- c. HSEG Risk Assessment training
- d. Powerboat/RIB Coxswain
- e. RYA Shorebased Instructor.
- f. Interviewing Techniques Training.

Postholder

Line Manager

Signature:

Signature:

Print Name:

Print Name:

Date:

Review Date: