

Programme Assistant, Sailing

Job Description

The 1851 Trust is recruiting a Programme Assistant to help launch and deliver a brand-new national sailing programme for young people.

You will play an important role in supporting sailing centres, schools and clubs to bring alive the excitement of INEOS TEAM UK's challenge for the America's Cup through the new programme. Joining at the launch means you will have an opportunity shape the future delivery of the programme to achieve its ambition over the next 3 years. You will join the small, motivated 1851 Trust team based at the INEOS TEAM UK's base in Portsmouth and report to the Head of Operations and Sailing Programmes.

What it means to work for the 1851 Trust

The 1851 Trust is an ambitious, innovative education charity focused on inspiring young people from a wide demographic about the range of opportunities available to them through science, technology, engineering and maths (STEM subjects). The Trust also offers young people the opportunity to experience sailing and stay involved in the sport, and to learn about their environment and act sustainably. Working alongside INEOS TEAM UK, the British America's Cup sailing team led by Sir Ben Ainslie, the 1851 Trust is based at its state-of-the-art base in Portsmouth and has unrivalled access to the cutting-edge technology and people behind this professional sports team.

The Trust has created exciting STEM education programmes that harness the power of sport and sustainability and highlight the real-life STEM challenges of the Team. Its programmes have been adopted by teachers across the UK and delivered to thousands of young people. The Trust's small and dedicated team is now planning to extend its reach and to increase the impact it has for young people; in partnership with INEOS and other organisations.

The 36th America's Cup will be held in Auckland in Spring 2021 and aligned to the ambitions of INEOS TEAM UK to win the Cup, the Trust also has ambitious 3-year plans. With your passion for sailing, or sports and for hands-on, context-based, STEM education, you will be integral to the development of the Trust and the successful delivery of its goals.

The Trust is privileged to have HRH The Duchess of Cambridge as its Royal Patron and Sir Ben Ainslie as its Patron. Chaired by Dame Louise Makin, the Board of Trustees and its key supporters include many high-profile individuals. In 2018, the 1851 Trust is a partner of the Government's Year of Engineering initiative and was the official charity of Lendy Cowes Week.

We are currently a small team of seven. Accordingly, we are seeking someone with a 'can do' attitude to tackling tasks and a willingness to go the extra mile. In return, we offer you an exciting environment to work, excellent chances to exceed expectations, and the support of a team committed to delivering outstanding educational opportunities for young people.

Sailing Programmes

With the support of INEOS we have some ambitious targets for giving young people in disadvantaged areas of the UK an opportunity to experience sailing over the next 3 years. To enable this, we have developed the REBELS Sailing Programme which builds on our experience of combining STEM learning with an on-water experience and will be rolled out nationally in 2019, building momentum in 2020 and 2021, the year of the America's Cup.

Job description

The role

Job Title:	Programme Assistant, Sailing
Reporting to:	Head of Operations and Sailing Programmes
Hours of Work:	Full time
Contract:	Permanent
Office location:	INEOS TEAM UK Base in Portsmouth, with nationwide travel
Start date:	January 2019
Salary:	Up to £25,000 with 25 days holiday plus bank holidays

Main purpose of the job:

This role will support all elements of delivering of the REBELS Sailing Programme. Working closely with the Head of Operations and Sailing Programmes, you will liaise with sailing centres and clubs around the UK delivering the programme. In collaboration with the STEM CREW Product Manager, regional partners and the centres, you will also be responsible for recruiting and managing the participation of schools in the programme.

Key duties and responsibilities

1. Administration

- Manage the project planning document and ensure the project is running to schedule
- Be the main point of contact for sailing centres and clubs delivering the programme
- Maintain database of invited and participating schools and manage the liaison with, and dissemination of information to schools
- Organise all official documentation relating to the programme (including but not limited to: risk assessments, child protection policies, service level agreements, insurances and supplier contracts) ensuring all necessary signatures and agreements are in place prior to programme delivery
- In collaboration with colleagues, devise and manage the monitoring and evaluation process, getting feedback process from sailing centres and clubs, students and teachers
- Ensure all data is captured through the CRM system
- General administrative support to the team as required

2. Event support

- Support the planning and management of all activity for the programme events
- Attend all 10 flagship centre events around the UK during the summer term and manage on-site delivery including briefings to the event team and ensuring the sailing centre delivers to the agreed Service Level Agreement (SLA)

3. Stakeholder liaison

- Build good relationships with the sailing centres and clubs and support their planning and delivery of both the sailing and the STEM elements of delivery
- Alongside colleagues, build strong relationships with schools to minimise attrition and foster a deeper engagement with the REBELS Sailing and STEM CREW education programmes.
- Engage with the national STEM Ambassador network to maximise their support to regional programme delivery

Knowledge and experience

- Ability to form relationships with a variety of stakeholders including teachers, school administrators, sailing providers, suppliers, volunteers and parents
- Experience, of working on events with young people an advantage
- Experience of working with sports clubs and centres, preferably in sailing
- An interest in STEM subjects and their use in sport
- Experience of administrating a project including good IT and organisational skills
- Willingness to be flexible with working hours and travel, particularly in the summer months

Desired skills and attributes

- Highly organised with good project management skills and practices
- Able to use initiative and work autonomously
- Good attention to detail and accuracy
- Passion for sailing or sports and the INEOS TEAM UK's America's Cup campaign
- Practical and straightforward 'can do' approach to working
- Excellent communication skills
- Full clean driving license

Please note: The successful applicant will be subject to an enhanced DBS check in line with our Child Protection Policy.

How to apply:

To apply, please send your CV and a covering letter setting out how your skills and experience match the requirements of the role and why you'd like to work for the Trust to kate.mardel-ferreira@1851trust.org.uk

Closing date: Wednesday 28th November

Interviews: Monday 3rd December