**JOB SPECIFICATION FOR TRAINING MANAGER AND ADMINISTRATOR** 2025

Reporting to: Club Principal

Responsible for: Training Team comprising Senior, D… instructors and PBIs (?)

Objective: to ensure agreed training program successfully and professionally implemented

Hours of work: 32 per week as required

The Employee may be required to work variable hours to meet the job requirements and duties without additional remuneration.

Financial responsibility: Equipment purchasing up to £200 per month

**TASKS**

**TRAINING PROGRAM**

1. **PUBLIC COURSES**

* Developing and promoting the Annual WYC training course programme with the Principal and Rear Commodore Sailing
* Ensure annual training programme is added to and managed via WYC website
* Organising courses and individual tuition to meet demand
* Responding in a timely manner to training enquiries and requests
* Recording of supply and awards of RYA course materials and certificates
* Assisting with RYA and training promotional events
* Promoting and organising in house courses e.g. VHF Radio, First aid, Sailing theory

1. **CADETS and IMPROVERS**

* Develop and promote regular sessions
* Maintain an instructors’ roster
* Use a pre-entry booking system and then advising "runners and riders" to participants and instructors
* Ensuring signing out sheets and spread sheet returns maintained
* Attendance at Cadets Committee meetings

**TRAINING EQUIPMENT AND CLUB BOATS**

* Maintaining accurate records of checks, maintenance and repair of all club boats and dinghies.
* Ensuring regular checks and maintenance of grab bags, radios, club first aid kits, buoyancy aids, helmets and sailing kit
* Updating records as necessary for Safety, Accident and Emergency, staff, tuition, equipment and facilities
* Ensuring support boats’ drivers record any necessary repair works
* Ensuring support boats’ maintenance contractor completes maintenance and recording same.

**LIAISING WITH**

* Principal and training team to ensure all are up to date with developments, plans, issues etc.
* Office team to coordinate club dairy for events
* Accounts manager for purchasing of equipment and supplies
* Club manager to provide monthly instructors’ payroll information
* RYA Training for annual validation of training centre accreditation
* WYC web manager and website provider as required