

Issued:
Review Period:
Next Review:

TERMS OF REFERENCE PERMANENT STAFF RYA TRAINER & RHIB SAFETY MAINTAINER

Introduction

1. Commander Maritime Reserves (COMMARRES) commands the Royal Naval and Royal Marine Reserves known collectively as the Maritime Reserves (MR). The purpose of the MR as set out in the Maritime Reserve Directive.
2. Units are fundamental to the delivery of COMMARRES output. All posts within Units are to be occupied by suitably qualified and experienced personnel who have the time and skills to deliver in their specific role. This document provides the terms of reference for the Permanent Staff Instructor (PSI) Royal Yachting Association (RYA) & Rigid Hulled Inflatable Boat (RHIB) Senior Rate.

Purpose

3. Primary Purpose:

- a. To act as a Permanent Staff Instructor for HMS Scotia and all Units within the Waterfront Region Training Hub, providing Guidance, Leadership, Advice and Direction (GLAD) for Reservists and providing support to the Unit Command in relation to the pursuit and achievement of Unit Objectives, specifically the Training and Retention of Reservists.
- b. To be the lead PSI with responsibility for the planning, coordination, delivery and safety of all RYA & RHIB activity as defined within Project Gemini within the Waterfront Regional Training Hub and associated Inland and Satellite Units so Reservists attain the stated Training Performance Standards (TPS) and Operational Performance Standards (OPS) necessary to deliver operational capability to the Royal Navy.
- c. To act as Chief RYA Instructor in accordance with RYA regulations
- d. To act as Sea Survival Equipment (SSE) Supervisor
- e. To act as a Power Boat Instructor (PBI)
- f. The primary purpose will involve weekend and evening working and travelling to other Units and venues as required.
- g. To utilise the VBS as part of Unit Core training and to maintain and update the equipment as required.
- h. To manage and administer the Virtual Learning Environment (VLE) and Defence Learning Environment (DLE) to support the delivery of Unit training

and to monitor the usage and progress of Unit personnel required to complete DLE courses for Core (NCTs) and INT training.

4. Secondary Purposes:

- a. Responsible for appropriate use of the Waterfront Regional Training Hub, and associated Inland Support and Satellite Units training resources, including Reserve Service Days (RSDs), Travel and Subsistence.
- b. To act as 'River Officer', supporting the designated Unit Harbour Master (Unit Ops Officer) to support the requirement set out in Port Maritime Safe Code (PSMC)
- c. To lead on ensuring the maintenance and safe operation of any Unit harbour and berthing facilities, dock mechanism of storage established at berthing arrangements liaising with the Unit Support Manager for the provision of Health, Safety and Environmental Protection.
- d. To lead on provision of routine and emergent maintenance and/or safety work associated with the operation of RHIBs and associated operating equipment and infrastructure.
- e. To support GW branch in the delivery of regional and national GW RYA training.
- f. To carry out the duty as a Senior Risk Assessor and lead on conducting and co-ordinating Risk Assessments for Unit and regional events and activities.
- g. To support delivery of training to Untrained and Trained Strength Reservists within the Unit, Region and to the wider RNR training requirement at Lead Schools and other venues as required, including support to Marinisation weekends, depending on requirement.
- h. To assist in the delivery of Naval Core Training (NCT) continuous training serials
- i. To advise on all matters regarding General and Military Training.
- j. To act as the Duty Permanent Staff as required opening and closing the Unit and providing security and safety oversight of personnel within the Unit.
- k. To undertake Duty Permanent Staff roster duties.
- l. To act as Permanent Staff First Aider
- m. To act as Radiation Safe Officer Waterfront Regional Training Hub, and associated Inland and Satellite Units

- n. Unit Liaison Officer to *Insert organisation(s) as appropriate (For RYA role include URNU & relevant Ports Authority where Unit is under PSMC)*
- o. To assist in the planning, organising and execution of Unit Adventurous Training activities.
- p. To support other Permanent Staff in the fulfilment of their purpose and duty when directed.

Accountability:

- 5. The RYA Trainer and RHIB Safety Maintainer is:
 - a. Accountable to the UOO.
 - b. Under the functional authority of UOO and Support Manager for the purposes of completing their primary and secondary tasks.
 - c. The UOO is the 1RO and Divisional Officer for the post holder, with the Unit CO as 2RO

Authority:

- 6. The RYA Trainer and RHIB Safety Maintainer is authorised to liaise directly with those Service and Civilian Authorities at the appropriate level, in matters relating to the primary and secondary purposes of the role.

Competencies

- 7. In general, the post holder is to be OR6 - OR7. The following abilities to supplement the assumed core competencies of the holder (management, leadership, control of resources) are required:
 - a. Leadership and developing people
 - b. Communicating and influencing
 - c. Working together
 - d. Improvement and change
 - e. Planning and managing resources to deliver business results
 - f. Analysing and using evidence

8. Competencies

- a. RN Sea Survival Equipment (SSE) Maintainer/Supervisor (including Sea Survival Equipment Maintainer Course)
- b. RYA Powerboat Level 2
- c. RYA Advanced Powerboat Instructor
- d. RYA Radar Instructor
- e. RYA VHF Instructor
- f. RYA First Aid qualified
- g. Defence Trainer Course (DTC)
- h. Advanced Care of Trainee (ACoT)
- i. Motor Whaler C'oxn (BRNC)
- j. Equality and Diversity Advisor (EDA)
- k. In date DBS held

Principal Tasks:

9. The post holder is to fulfil the requirement of their purpose, using sound judgement, drawing upon the following tasks as a reference to their duties:

People

- a. Delivery of training to Untrained and Trained Strength Reservists within all Units within the Waterfront Region Training Hub, and to the wider RNR training requirement at Lead Schools and other venues as required.

Management

- a. Lead for the planning, coordination, delivery and safety of all RYA and RHIB activity as defined within Project Gemini within the Waterfront Regional Training Hub and associated Inland and Satellite Units so Reservists attain the stated Training (TPS) and Operational Performance Standards (OPS) necessary to deliver operational capability to the Royal Navy.

Secondary Tasks

10. Any other legal tasks and duties as nominated by UOO/Command.

Committees

11. The post holder attends the following Committees and Groups:

- a. Unit Command Brief.
- b. Waterfront Regional Training Hub Planning meetings.
- c. Project Gemini Meetings
- d. Other Committees & Groups as necessary to fulfil the requirement of the role.

Signature of Post Holder

Signature of Line Manager

Date

Date