



**Registered Charity Number: 1189761**

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[www.seasailability.org.uk](http://www.seasailability.org.uk)  
Registered address: 16 Overlea Crescent  
Deganwy  
Conwy LL31 9TB  
Tel: 07450257555

**Role: SEAS Operations Manager**

**Location: Conwy Centre, Llanfairpwll, Isle of Anglesey**

**Hours: 18.5 hours per week**

Seas Sailability believes in quality of life, as well as engaging disabled participants, their families and carers in meaningful and impactful activities that help them to build skills and confidence. We offer something that really enriches the lives of the people we care and support for.

We are looking for an enthusiastic, creative, proactive and passionate SEAS Director of Operations to join our dedicated team.

The hours for the role are expected to be pro-rata 18.5 hours per week annually.

**Please read the job description fully before you submit your application.**

**SEAS Operations Manager: Responsibilities and Duties – Activity Sessions**

- To have a full and complete understanding and knowledge of SEAS ethos and rationale, and SEAS procedures and activities.
- To be fully conversant with the Conway Centre's operating procedures and protocols.
- Liaise with charities, groups and individuals that do, or may, benefit from attendance at SEAS and progress those relationships, and advising the trustees on progressing those relationships.
- Administer the correct attendance of participants to SEAS sessions commensurate with tides and ability/mobility and advising of any handicaps to inclusivity.
- To liaise with the Conway Centre regarding SEAS activities.
- Recording the attendance of participants and volunteers at activity sessions.
- Engage with SEAS volunteers to coordinate their attendance at activity sessions and ensure that their feedback is actioned.
- Advise the trustees on any possible enhancements to activity sessions.
- Ensure that activity sessions catering requirements are properly organised.
- To identify and action training needs and requirements of participants and volunteers.
- To undertake the role of SEAS Safeguarding Officer.

### **SEAS Operations Manager: Responsibilities and Duties - Administration.**

- To attend trustee's meetings as requested and ensure that the trustees are fully briefed on all aspects of SEAS.
- To be the 'POC' (point of contact) for all SEAS enquiries and administration.
- To drive the mission and vision of SEAS' and to demonstrate and promote the SEAS values at local and national level.
- Ensure that all SEAS policies and procedures are maintained, relevant and appropriate and advise on any further policies or procedures that SEAS may be required to adopt.
- In co-ordination with the SEAS Treasurer, ensure financial oversight and propriety.
- Produce and submit annual returns and reports as required for the trustee's approval for statutory bodies and funders.
- Foster relationships and build partnerships (Outdoor Partnership, Plas y Brenin, PDSC, Llandrillo College etc) and liaison with all relevant NGB's.
- Any other tasks and requirements commensurate with the position deemed appropriate by the trustees.
- To maintain SEAS social media presence.

### **SEAS Operations Manager: Person profile – essential competencies.**

- Articulate, empathetic and understanding.
- Enthusiasm.
- Exceptional interpersonal skills.
- Ability to deal with change and changing situations.
- Fully computer literate.
- Attention to detail.
- Organised and well prepared.
- A proven ability to work both alone and as part of a team.
- An appreciation of both health and safety and safeguarding.
- Innovative and flexible.
- Proven record of commitment.

### **SEAS Operations Manager: Desirable attributes.**

- Experience and involvement in waterborne activities.
- Experience and understanding of disability.
- Welsh speaking.

**SEAS Operations Manager: Essential Qualifications**

- Education to degree level or equivalent.
- RYA PB L2
- Current First Aid certificate.
- Full driving licence and car owner appropriately insured for work purposes.

**SEAS Operations Manager: Desirable Qualifications**

- RYA Dinghy/keel boat SI.
- Level 2 Canoe/kayak/SUP coach .
- RYA Powerboat instructor.

This position involves the applicant working from home.

SEAS Sailability Trustees.

March 2023.