

PORTSMOUTH NAVAL BASE PROPERTY TRUST

Boat Collection Manager

Job Description

Purpose

To be directly responsible to the Consultant Chief Executive for management and care of the historic Naval and other craft in the Trust's Boat Collection, in accordance with the Boat Conservation Management Plan and the annual Boat Budget.

The post-holder will also instruct and manage the Boatbuilding Apprentices and the team of Boat Volunteers, direct their work programmes and authorise their weekly and monthly timesheets and payment summary sheets.

The post-holder will be a qualified boat-handler and will be required to carry out skilled wooden boatbuilding and repairs.

Duties

1.0 Historic Boat Work

1.1 To manage the ongoing conservation and repair of the Trust's historic Boat Collection (25 vessels including two World War 2 powerboats HSL102 and MGB81), assessing vessels for work and carrying out this work in accordance with the Trust's Boat Conservation Management Plan and to the standard recommended by the National Historic Ships Register.

1.2 To prepare programmes of work and order all necessary materials in accordance with the annual Boat Budget.

1.3 To manage and direct the work programmes of the Boatbuilding Apprentices and the Boat Volunteers.

1.4 To supervise the work of visiting students on skills-learning programmes.

2.0 Health & Safety

2.1 To ensure the Boat Workshop is kept clean and tidy at all times, that electrical machinery is inspected regularly, and that all machinery is maintained and used in accordance with standard safety practices.

2.2 To ensure all necessary staff and volunteer training is given and certification is kept up to date.

2.3 To ensure all necessary protective clothing/equipment is worn/used by the Boatbuilding Apprentices and Boat Volunteers as appropriate when working with machinery or manually, at all times.

- 2.4 To ensure that safe working practices are adhered to at all times by all staff and volunteers using the Boat Workshop and that only suitably qualified and competent personnel operate machinery.
- 2.5 To report any defective or unsafe equipment immediately to the Trust's Property Manager.
- 2.6 To maintain required Health and Safety documentation and records.

- 3.0 Administration
- 3.1 To create and maintain a skills audit of the Boat Volunteers.
- 3.2 To ensuring the Volunteers' daily sign-in book is completed and that all Volunteers' contact details, medical information, etc are kept up to date.
- 3.3 To ensure all Volunteers are issued with and sign the Trust's Working with Volunteers Policy.
- 3.4 To ensure all Volunteers' monthly timesheets are completed, and to prepare monthly summary sheets for payment of volunteers' expenses.

- 4.0 Attendance at Meetings
- 4.1 To prepare reports for and to attend meetings of the Trust's Boat Committee (five to six times a year as scheduled).

- 5.0 Communication and Liaison
- 5.1 To liaise with the International Boatbuilding Training College, Lowestoft, on production of a boat conservation management plan and to manage the integration of the Trust's Boat Volunteers into the proposed Boatbuilding Training College Portsmouth in Boathouse 4 (when established).
- 5.2 To communicate and liaise as necessary with other users of Boathouse 4, in particular members of the Trust's Conservation Team and members of the International Boatbuilding Training College Portsmouth (when established).
- 5.3 To arrange boat-work skills demonstrations for visitors to Portsmouth Historic Dockyard as and when required.
- 5.4 To establish and control fundraising displays and boat appearances/attendances at events.

- 6.0 General
- 6.1 To control the afloat operations of any Boat Collection vessel.

- 6.2 To ensure that any afloat operation (whether on charter or otherwise) of any Boat Collection vessel is manned and undertaken by suitably qualified personnel.
- 6.3 To undertake any other duties as may reasonably be required by the Consultant Chief Executive within the overall level of responsibility for the post.