



SHIPSHAPE HERITAGE TRAINING PARTNERSHIP PROJECT 2

SUPPLEMENTARY DOCUMENTS



August 2017



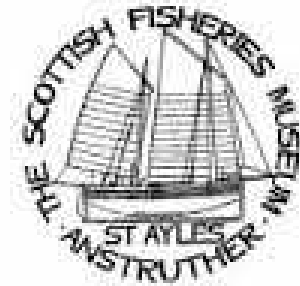
LOTTERY FUNDED

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Annex A The Project Partners:

Scottish Fisheries Museum (Anstruther, Scotland)



Purpose: a National Museum, telling the story of the Scottish fishing industry, its boats, harbours and communities. The museum's main aim is to excite informed interest in the development of the Scottish commercial fishing industry among people of all ages in and beyond Scotland.

Structure: Board of Trustees, Museum Director, Curator, Volunteers

Supervisor: Linda Fitzpatrick, Curator

Type of vessel(s): *Reaper*, a restored Fifie sailing herring drifter, built in 1902 and the baldie *White Wing*, built in 1916 (both lug rig). *Reaper* is a lug-rigged drifter: 70.26ft LOW; 20.30ft. beam; 8.59 ft, depth; 61 tons gross. She is the largest surviving Fifie herring drifter in the UK and is an important reminder of the Scottish herring industry and the development of the steam capstan as the means for hauling large catches on board. She is one of 212 vessels in the National Historic Fleet, being of pre-eminent national significance. *Research*, sole surviving large Zulu and also a member of the National Historic Fleet, preserved in one of the galleries of the Scottish Fisheries Museum as a static exhibit. The ring-netter *Lively Hope*, a member of the National Historic Fleet on static display in the museum, along with a number of smaller vernacular boats.

Accommodation: mainly on-shore, with short overnight trips on board *Reaper* or other museum vessels as part of the seasonal programme. Opportunities for evening and weekend activities with the St Ayles Rowing Club on one of the Museum's St Ayles skiffs.

Description of placement: due to the relatively small size of the curatorial team at the museum, trainees will have a great opportunity to develop a range of skills across the full scope of the museums activities. Current staff are required to be multi-skilled and this will provide the trainee(s) the opportunity to learn the full range of skills associated with curatorship, conservation, engagement with the public and other groups, such as school groups and special interest groups.

Potential career opportunity: Ideal for someone who prefers to be more shore based, wanting a conservation/curatorial or interpretation focused career connected to historic ships.

Trinity Sailing Foundation (Brixham, England)

Purpose: Trinity Sailing Foundation is a registered charity dedicated to supporting the personal development of young people, using the medium of offshore sail training on traditional vessels, and to preserving its fleet of historic vessels as important examples of the UK's maritime heritage. It enables wider appreciation of that heritage by enabling people to experience life under traditional sail through sailing holidays, charter and sailing courses and learn about the history of the vessels.



Structure: Board of trustees, Operations Director, Office team

Supervisor: Ben Wheatley. Ben has a considerable experience of skippering and operating sail training vessels, with experience sailing on a range of historic craft around the UK coasts. Ben is the Operations Director for the Trinity Sailing Foundation, and is responsible for its day to day operation and strategic development.

Type of vessel(s): *Leader* will be the main vessel used in this training programme. She is gaff rigged, being one of the largest of the Brixham sailing trawlers at 105ft. LOA; 18.98 ft. beam; 10.59 ft. depth. Her fine lines are typical of the many thousands of such vessels operating in the late 19th and early 20th centuries. She is listed in the National Historic Fleet as an historic vessel of national significance. *Provident* is a medium-sized 'mule' class of sailing trawler; and *Golden Vanity*, the smallest of the Trinity vessels is a gaff cutter, built to the lines of the smallest class of sailing trawler, known as 'Mumble Bees'.

Accommodation: in a refit house with other crew members in March and January, otherwise living aboard *Leader* or one of the other vessels at sea.

Description of placement: the sailing element of this placement varies from taking out parties of young people (including those from disadvantaged backgrounds) as part of youth development programmes, to sailing holidays and private chartered cruises. The Foundation is office-based in Brixham, giving the trainee opportunities to learn other desk based skills associated with the modern operation of a sailing vessel and a sail training organisation. Opportunities to get involved in gig rowing locally in the traditional wooden pilot gigs, and to assist with shipwright work.

Potential Career Opportunity: professional seaman developing relevant RYA qualifications and traditional vessel handling skills, and traditional vessel maintenance/conservation skills.

Sea-change Sailing Trust (Essex, England)



Purpose: to provide residential opportunities for young people and vulnerable adults to learn and develop in a unique environment.

Structure: Board of Trustees, Executive officer and Skipper, Treasurer, Administrator

Supervisor: Richard Titchener, Executive Officer and Skipper for Sea-change Sailing Trust, a member of the Association of Bargemen.

Type of vessel: The trainees will have the opportunity to sail a board *Blue Mermaid* a replica barge built to provide trainees with a chance to sail a traditional East Coast trading barge which works carrying commercial loads, as well as any other historic vessels chartered by the trust during the season

Description of placement: The sailing element of this placement will vary from taking out parties of young people (including those from disadvantaged backgrounds) as part of youth development programmes, private chartered cruises. *Blue Mermaid* is being developed to carry commercial cargo and therefore working with loading and moving cargo will act as an important component of the placement. Sea-change is based in Maldon which is a key centre of the barge community. The trainee will have a great opportunity to become involved with barge racing and see how these vessels are maintained at local yards.

Potential Career Opportunity: professional seaman leading to RYA qualifications

Dauntsey's School Sailing Club (Devises, England)



Purpose: *Jolie Brise* is owned, maintained and sailed by pupils of Dauntsey's School

Structure: Skipper, First Mate

Supervisor: Toby Marris, Head of Sailing at Dauntsey's School since 1995 and full-time skipper of *Jolie Brise*, RYA Yachtmaster Instructor/Examiner, Sea survival instructor, Diesel Maintenance instructor and Radar Instructor.

Type of vessel: *Jolie Brise* is a world famous, gaff-rigged pilot cutter, the last boat to carry the Royal Mail under sail and has won the Fastnet Race three times, including the inaugural race in 1925. She has raced across the Atlantic with trainees and won many Tall Ships races. *Jolie Brise* is 76ft LOA; 15 ft beam; 11 ft. depth; 44 tons gross. She was the last sailing pilot cutter to be built in Le Havre and was brought over to England in 1924. Her speed and sound sea-keeping abilities underline the importance of her design and function as a pilot vessel delivering and taking pilots ashore in all weathers. Gaff-rigged with powerful topsails, she is listed on the National Register of Historic Vessels.

Accommodation: the trainee is required to find accommodation on shore, with day trips and short cruises on the vessel. However, during July-August, the longer distance sailing on *Jolie Brise* is likely to take place and trainees will need to stay on board for set periods during this time.

Description of Placement: During Spring, Summer and half term holidays, pupils in the sailing club go on cruises. The remainder of the time, *Jolie Brise* can be chartered or used by other schools, particularly Mercers' Academies. The trainee will be required to work as an active part of the crew, with responsibility for sailing and maintaining the vessel.

Potential Career Opportunities: professional seaman leading to RYA qualifications or professional yacht crew on a classic craft.

Excelsior Trust (Lowestoft, England)

Purpose: to preserve Excelsior and other historic sailing vessels; to sail and maintain her authenticity; to give supporters the opportunity to join in – sailing and socialising.

Structure: Board of Trustees, Skipper, Volunteers

Supervisor: John Wylson, founder and vice president of the Excelsior Trust, trained as an architect, and with an in-depth knowledge of materials and traditional techniques having bought *Excelsior* in 1971 and then restored her over the following years.

Type of Vessel: *Excelsior*, a gaff-rigged Lowestoft smack built in 1921, historic fishing vessel. Excelsior is 76.95 ft. LOA; 19.25 ft. beam; 8.79 ft. depth; 55 tons gross. She is one of a small number of surviving East Coast sailing trawlers which, at their height ran to 1000 vessels working the fishing grounds of the North Sea. She is a member of the National Historic Fleet being of pre-eminent national significance.

Accommodation: on board *Excelsior*, except January.

Description of Placement: Time is divided between two main functions; a) youth and educational charters, curriculum enhancement, Duke of Edinburgh's Award scheme expeditions, RYA courses and Tall Ship's Races; and b) charter by companies and other groups.

Potential Career Opportunity: Professional seaman with the knowledge to work and maintain traditional sailing vessels, leading to becoming an historic ship's boswain, a professional rigger, or a traditional ship's sailing crew member.



Pioneer Sailing Trust (Essex, England)

Purpose

The Pioneer Sailing Trust was set up in 1999 with the objective of recovering the wreck of 'Pioneer' and to bring her back to operational condition. The charity now operates Pioneer and two other historic vessels in sail training roles and runs 'Harkers' Yard' a purpose-built training boatyard where it delivers apprenticeships in boatbuilding.



Structure: Board of Trustees, Operational Manager, Shipwrights and Crew, Apprentices

Supervisor: Felicity Lees, Operations Manager. Felicity has worked with the trust for many years and is the lynch pin that runs the organisation on a day to day basis. She is an experienced sailor and RYA instructor.

Type of vessel: 'Pioneer' is a 70ft long 1st Class Essex Oyster Smack. She was originally built in 1864 and underwent intensive reconstruction between 1999 and 2003. Pioneer is ketch rigged and operates with a crew of 3 and up to 12 young people. She operates on the East Coast and throughout the Thames Estuary. The trust also operates 'Priscilla' a 32ft smack recently restored and launched. Originally built in 1890 in Brightlingsea, Priscilla will be used for racing and for teaching how to sail with Gaff rig.

Accommodation: Whilst at sea, accommodation will be provided aboard. The trust will assist the trainee with finding local, low cost accommodation in Brightlingsea.

Description of placement: The trainee will be involved with all the operational tasks associated with sailing Pioneer and Priscilla. This will also include operating TH393, the support boat used by the trust to ferry groups to moorings. They will be required to support sail training activities and be involved with on-going maintenance and repair at its Harker's Yard base. The trainee will also have the opportunity to become involved with gig racing.

Potential Career Opportunity: Professional seaman with the knowledge to work and maintain traditional sailing vessels, leading to becoming an historic ship's boswain, or a traditional ship's sailing crew member.

Cutty Sark – Royal Museums Greenwich (England)

Purpose: To preserve and present the diverse maritime heritage of the UK to the general public.



Structure: Board of Trustees

Supervisor: Simon Thompson is the Ship Keeping Manager working on Cutty Sark and is responsible for the day to day maintenance and conservation activities that take place.

Type of Vessel: Cutty Sark is a British clipper ship. Built on the Clyde in 1869 for the Jock Willis Shipping Line, she was one of the last tea clippers to be built and one of the fastest, coming at the end of a long period of design development, which halted as sailing ships gave way to steam propulsion. She represents one of the UK's most significant heritage vessels and is a key destination for tourists from around the world when visiting London. Cutty Sark has been a static museum ship since the 1950s.

Accommodation: Being based in London, there is a considerable amount of rented accommodation in the area. Members of the Cutty Sark team will provide the trainee with advice as to where suitable accommodation can be found.

Description of placement: Trainee will become directly involved with implementing ship maintenance activities aboard Cutty Sark. This may include cleaning, painting, recording and assisting with the planning of more specialist tasks. The trainee will also have the opportunity to work with staff based at the RMG which is on the same site. This will include time working with archives and other artefact conservation activities.

Potential career opportunities: Ideal for someone who prefers to be more shore based, wanting a museum conservation/curatorial focused career connected to historic ships.

HMS *Warrior*/National Museum of the Royal Navy (Portsmouth, England)



Purpose: The National Museum of the Royal Navy (NMRN) was created in early 2009 to act as a single non-departmental public body for the museums of the Royal Navy. With venues across the United Kingdom, the museums detail the history of the Royal Navy operating on and under the sea, on land and in the air.

Structure: National Museum with a number of affiliate museums and significant historic ships within its collection, located at different points around the UK. HMS *Warrior* 1860, which recently merged with the Museum, is the main vessel to be used for the SHTP 2 project.

Supervisor: Tony Ford is the Ship keeper responsible for the management and implementation of the conservation and maintenance of HMS *Warrior*, which has recently been incorporated into the collection of the NMRN. Tony has over 10 years' experience of implementing major conservation projects.

Type of Vessel: NMRN is responsible for some of the most famous historic fighting vessels in the world. This includes HMS *Victory*, HMS *Warrior* and HMS *M33*, based at its Portsmouth site. These vessels represent the story of warship design, from timber to iron to steel.

Accommodation: The museum is based in the centre of Portsmouth. Assistance will be given to the trainee to find suitable, affordable accommodation.

Description of placement: The trainee will primarily be based aboard HMS *Warrior*, but will also have the opportunity to work on conservation projects across the collection as part of the conservation team. This will include working with timber, metal, fabric and other materials.

Potential career opportunities:

Ideal for someone who prefers to be more shore based, wanting a museum conservation/curatorial or interpretation focused career connected to historic ships.

Annex B Trainee Recruitment Pack

This Annex contains documents that have been prepared to support the recruitment of the trainees. It also contains copies of the various agreements that will be signed by project partners.

Trainee Role Description: Sea Based Trainees

Role Description: Trainee

Summary of Training Programme

The Shipshape Heritage Training Partnership Project (SHTP 2) has been funded by Skills for the Future, a Heritage Lottery Fund programme, to create new opportunities for work-based training in the maritime heritage sector. Eight organisations will support a 12-month placement to enable a new generation of people to develop vanishing essential skills in maintaining, handling and conserving historic vessels.

The successful trainees will be given opportunities to learn and develop these skills, which will enable them to pursue a career in the historic ships or maritime heritage sector. There are two clear training pathways: either traditional seamanship or museum ship-keeping. Placements will focus initially on learning key foundation skills needed by anyone seeking a career in sailing vessels up to 24 metres and will then build on this foundation with more specialist skills required for the historic ships sector.

As well as working on the host vessel or at the host museum site, each trainee will spend time on other historic ships within the partnership through a rotation programme.

Reporting to:

This post will report directly to the National Historic Ships UK Project Co-ordinator. On a day to day basis this post will be supervised by the Skipper or equivalent at the host organisation. Pastoral support will be provided through a mentor scheme.

Purpose:

- To work to develop and learn the skills necessary to maintain, operate and conserve historic vessels in line with the principles set out in the NHS-UK publication 'Conserving Historic Vessels'

- To participate in the training process, including completion of the relevant NHS-UK certification programme
- To participate in day to day activities of the historic vessel where you are based
- To participate in a varied training programme, including external courses and vessel rotations

Key Responsibilities:

- Taking part in vessel operations as a full member of the host team, including frequent sailings, deck work, vessel handling skills, maintenance, conservation programme and ongoing ship husbandry
- Taking part in rotation and other activities to gain a rounded experience and understanding of different historic vessels
- Completing the NHS-UK Historic Vessel Conservation course and Competency Units in Operating & Maintaining Historic Vessels

- Taking part in all duties associated with being on board, including maintenance, handling ships, cooking, cleaning etc.
- Being responsible for the health and safety of oneself and others
- Working alongside experienced crew members to learn traditional maintenance skills including use of specialist tools, traditional rope work, sail repairs, rigging and basic joinery
- Assisting in welcoming clients of all backgrounds including school groups and helping them learn about and understand the vessel

Qualifications, Skills and Aptitude:**Essential**

- Grade C or above in GCSE or equivalent in English and Maths
- Able to communicate effectively in English, both verbally and in writing, to understand instructions for equipment and processes and to supervise other crew
- Being flexible, self-motivated, disciplined and passionate about a long-term career in historic vessels with an aptitude for life on-board
- Demonstrable physical fitness, good spatial awareness/hand-eye co-ordination, and good at practical tasks
- Willingness to travel for approximately four months of the year, as well as being away at sea for up to four weeks at a time and work flexible hours as required
- The ability to work independently and as part of a team, and having good people skills
- A good level of organisational and problem solving skills

Desirable

- Confidence in dealing with a wide range of people
- Computer literacy: intermediate knowledge of using standard word processing packages, email systems, and the internet.
- Previous experience of working in the maritime heritage sector

Terms and Conditions

This is a fixed-term placement from October 2018 to September 2019. Each placement is full with hours to be agreed with placement provider, but not exceeding 48 hours per week on average.

Trainees will be entitled to 28 days annual leave per annum. Placement holidays will be agreed with the placement provider

The trainee may be required to work or travel on any partner vessel or museum.

Bursary: £12,000: trainees are expected to cover their accommodation costs from this bursary. Tools, training costs and some travel expenses will be provided as part of the programme. Successful candidates will be subject to a DBS check as part of the appointment process

Programme Outline

The placements last twelve months in order that all trainees have experience and understand the cyclical rhythm of the maritime year; with the winter refit and essential long term maintenance work followed by re-rigging and preparation for the new season, with the busy summer sailing season and on board maintenance leading once more into the winter refit.

- An induction programme and initial skills development programme at Cremyll Sea School, Plymouth
- A course in historic vessel maintenance at IBTC, Lowestoft November - February 2018/19
- Host placement with vessel or museum, gaining experience in a work-based environment
- Two rotations to other historic vessels in the programme, summer 2019
- Historic Vessel Conservation course containing tailored units for traditional shipkeeping trainees)
- Two week break over Christmas

Although all placements follow the programme laid out above, there are differences between the partner organisations and the experiences they offer which may make one placement more appealing or suitable than another. These differences are explained in the

Description of Partner Organisations. When completing the application form, please be clear whether you are applying for a particular placement or have no preference.

Description of Placements:

It is intended that the trainees will have significant time with their host vessel to gain an in-depth understanding of running, conserving and handling historic vessels over a full season, as well as spending time learning skills on shore, networking and on rotation in order to get a better understanding of the different types of specialist rig.

All placements will cover the following key areas:

- Developing the core skills and aptitudes as outlined in NHS-UK workbooks
- Experience at sea and operating historic vessels with their host organisation
- Rotation to visit other vessels within the partnership to give experience with different types of historic vessel and rig
- Studying the Historic Vessel Conservation course by distance learning
- Developing communication skills needed to work with clients/members of the public
- Opportunities to visit and work as crew on other historic ships in the trainees' down time, for example through the Old Gaffers Association
- Introductions and opportunities to visit other heritage organisations
- Opportunities to improve other life skills such as computer literacy, management and business skills
- Networking opportunities, particularly through the Networking Day and contact with previous trainees who have undergone the same programme
- Coaching on job applications, employability etc.

Trainee Role Description: Museum Shipkeeping Trainees

Role Description: Trainee

Summary of Training Programme:

The Shipshape Heritage Training Partnership Project (SHTP 2) has been funded by Skills for the Future, a Heritage Lottery Fund programme, to create new opportunities for work-based training in the maritime heritage sector. Eight organisations will support a 12-month placement to enable a new generation of people to develop vanishing essential skills in maintaining, handling and conserving historic vessels.

The successful trainees will be given opportunities to learn and develop these skills, which will enable them to pursue a career in the historic ships or maritime heritage sector. There are two clear training pathways, either traditional seamanship or museum ship-keeping. Placements will focus initially on learning key foundation skills needed by anyone seeking a career in shipkeeping and the care of historic vessels.

As well as working on the host vessel or at the host museum site, each trainee will spend time on other historic ships within the partnership through a rotation programme.

Reporting to:

This post will report directly to the National Historic Ships UK Project Co-ordinator. On a day to day basis this post will be supervised by a representative from the host organisation. Pastoral support will be provided through a mentor scheme.

Purpose:

- To work to develop and learn the skills necessary to maintain, and conserve historic vessels in line with the principles set out in the NHS-UK publication 'Conserving Historic Vessels'
- To participate in the training process, including completion of relevant NHS-UK certification programme
- To participate in day to day activities of the historic vessel where you are based
- To participate in a varied training programme, including external courses and vessel rotations

Key Responsibilities:

- Taking part in vessel conservation and preservation as a full member of the host team, including maintenance, conservation and interpretation programmes and ongoing ship husbandry
- Taking part in rotation and other activities to gain a rounded experience and understanding of different historic vessels

- Completing the NHS-UK Historic Vessel Conservation course and Competency Units in Operating & Maintaining Historic Vessels
- Taking part in all duties associated with maintaining and conserving the historic vessel(s)
- Being responsible for the health and safety of oneself and others
- Working alongside experienced staff to learn traditional maintenance skills including use of specialist tools, traditional rope work, sail repairs, rigging and basic joinery
- Assisting in welcoming clients of all backgrounds including school groups and helping them learn about and understand the vessel

Qualifications, Skills and Aptitude:

Essential

- Grade C or above in GCSE or equivalent in English and Maths
- Able to communicate effectively in English, both verbally and in writing, to understand instructions for equipment and processes
- Being flexible, self-motivated, disciplined and passionate about a long-term career in historic vessels
- Demonstrable physical fitness, good spatial awareness/hand-eye co-ordination, and good at practical tasks
- Willingness to travel for approximately four months of the year, as well as being away at sea for a period of up to a week at a time and work flexible hours as required
- The ability to work independently and as part of a team, and having good people skills
- A good level of organisational and problem-solving skills

Desirable

- Confidence in dealing with a wide range of people
- Computer literacy: intermediate knowledge of using standard word processing packages, email systems, and the internet.
- Previous experience of working in the maritime heritage or industrial heritage sectors

Terms and Conditions:

This is a fixed-term contract from October 2018 to September 2019. Each placement is full time, 52 weeks, working hours to be agreed with placement provider, but not exceeding 48hrs per week average.

Trainees will be entitled to 28 days annual leave per annum. This will be agreed according to the policies and procedures of the placement provider.

Successful candidates will be subject to a DBS check as part of the appointment process.

The trainee may be required to work or travel on any partner vessel or museum.

Bursary: £12,000: trainees are expected to cover their accommodation costs from this bursary. Tools, training costs and some travel expenses will be provided as part of the programme..

Programme Outline

The placements cover twelve months in order that all trainees have experience and understand the cyclical rhythm of the maritime and museum year; with peak times during school holidays, preparing for new exhibitions and the implementation of major maintenance activities.

- An induction programme and initial skills development programme at Cremyll Sea School, Plymouth
- A course in historic vessel maintenance at IBTC, Lowestoft November- February 2018/19
- Host placement with vessel or museum, gaining experience in a work-based environment
- Two rotations to other historic vessels/museums in the programme, summer 2019
- Historic Vessel Conservation course containing tailored units for traditional shipkeeping trainees)
- Two week break over Christmas

Although all placements follow the programme laid out above, there are differences between the partner organisations and the experiences they offer which may make one placement more appealing or suitable than another. These differences are explained in the Description of Partner Organisations. When completing the application form, please be clear whether you are applying for a particular placement or have no preference.

Description of Placements:

It is intended that the trainees will have significant time with their host organisation to gain an in-depth understanding of running, conserving and maintaining historic vessels over a full season, as well as spending time learning skills on rotation in order to get a better understanding of the different types of specialist rigs.

All placements will cover the following key areas:

- Developing the core skills and aptitudes as outlined in NHS-UK workbooks

- Experience at sea and operating historic vessels with their host organisation
- Rotation to visit other ships within the partnership to give experience with different types of historic vessel and rig
- Studying the Historic Vessel Conservation course by distance learning
- Developing communication skills needed to work with clients/members of the public
- Introductions and opportunities to visit other heritage organisations
- Opportunities to improve other life skills such as computer literacy, management and business skills etc.
- Networking opportunities, particularly through the Networking Day and contact with previous trainees who have undergone the same programme
- Coaching on job applications, employability etc.

Description of Partner Organisations

Scottish Fisheries Museum, Anstruther: a National Museum, telling the story of the Scottish fishing industry, its boats, harbours and communities.

<http://www.scotfishmuseum.org/reaper>

Key Responsibilities

- Sailing or working on board *Reaper*, a restored Fifie sailing herring drifter and the baldie *White Wing* (both lug rig)
- Learning traditional seamanship and deck work on board lug-rigged vessels, including: handling the rig safely and setting sails for optimum performance, understanding the physics of the rig, boatwork, steering, ropework, and safety on traditional vessels
- Undertaking specialist maintenance tasks on the Museum vessels
- Evening and weekend team rowing activity with the Rowing Club on one of the Museum's St Ayles skiffs
- Undertaking curatorial, museum conservation and interpretation work, including skills in fundraising, business and conservation planning, researching vessel significance and audience development etc to better understand the historic vessels in the collection
- Working with the visiting public, welcoming school groups to the vessels and integrating with volunteers from the local community

This placement is ideal for someone who prefers to be more shore based, wanting a curatorial or interpretation focussed career connected to historic ships. Accommodation will be mainly on-shore, with short overnight trips on board *Reaper* as part of her seasonal programme.

Trinity Sailing Foundation, Brixham: assists the growth of young people through sail training on traditional vessels, conserving historic vessels and increasing appreciation of that heritage by enabling people to experience life under traditional sail and learn about the vessels' history. <http://www.trinitysailing.org/>

Key Responsibilities

- Sailing on board *Leader* and other vessels within the Trinity collection
- Learning traditional seamanship and deck work on board gaff-rigged vessels including: handling the rig safely and setting sails for optimum performance, understanding the physics of the rig, boatwork, steering, ropework, and safety on traditional vessels

- Undertaking specialist maintenance tasks on the Trinity vessels such as rigging repairs, ropework, painting, varnishing, basic sail repairs or joinery, engine maintenance etc.
- Evening and weekend sailing with members of the local Old Gaffers Association
- Working with parties of young people from youth development programmes to private chartered programmes, welcoming them on board, introducing them to safety and vessel handling procedures
- Learning desk-based and business skills associated with managing historic vessels at the Foundation's office in Brixham

This placement would be of interest to someone wanting to become a professional seaman leading to development of relevant RYA qualifications and traditional vessel handling skills, with an interest in business and event management. Accommodation will be on shore in March and January, otherwise living on board *Leader* or another Trinity vessel at sea.

Sea-change Sailing Trust, Essex: provides residential opportunities for young people and vulnerable adults to learn and develop in a unique environment. Operating principally from the Thames Estuary and working intensively with disadvantaged young people, young offenders, those experiencing social exclusion, with special needs, challenged by traditional educational settings or considering a maritime career.

<http://www.seachangesailingtrust.org.uk/>

Key Responsibilities

- Sailing on board *Blue Mermaid* a replica, steel Thames spritsail sailing barge newly built by the Trust or other historic vessels chartered by the Trust
- Learning traditional seamanship and deck work on board sprit-rigged vessels including: handling the rig safely and setting sails for optimum performance; understanding the physics of the rig, boatwork, steering, ropework; and safety on traditional vessels
- Undertaking specialist maintenance tasks on the barge and other vessels such as rigging repairs, ropework, painting, varnishing, basic sail repairs or joinery, engine maintenance etc.
- Working with charter groups including disadvantaged young people, young offenders, those experiencing social exclusion or those with special needs, learning how to communicate effectively with them and ensure their safety on board.

This placement would be of interest for someone wanting to become a professional seaman leading to a Bargemaster's Ticket from the Association of Bargemen. Accommodation will be on shore during March and January, otherwise at sea in basic crew quarters on board the barge.

Dauntsey's School Sailing Club. Devizes/Hamble: *Jolie Brise* is owned, maintained and sailed by the pupils of Dauntsey's School and is a world famous, gaff-rigged pilot cutter, the last boat to carry the Royal Mail under sail and has won the Fastnet Race three times.
<http://www.dauntseys.org/adventure/jolie-brise>

Key Responsibilities

- Sailing on board the historic pilot cutter *Jolie Brise*
- Learning traditional seamanship and deck work on board a gaff-rigged vessel including: handling the rig safely and setting sails for optimum performance; understanding the physics of the rig; boatwork; steering; ropework; and safety on traditional vessels
- Undertaking specialist maintenance tasks on board *Jolie Brise* such as rigging repairs, ropework, painting, varnishing, basic sail repairs or joinery, engine maintenance etc.
- Evening and weekend sailing with members of the local Old Gaffers Association
- Working with pupils in the Sailing Club during Spring, Summer and half term holidays helping to train them in basic deckwork and team skills
- Working with charter parties or pupils from other schools, particularly Mercers'
- Academies, for the remainder of the season, welcoming them on board and introducing them to safety and vessel handling procedures

This placement would be of interest for someone wanting to become a professional seaman leading to RYA qualifications. Accommodation will be on shore, with the exception of July and August, during which months *Jolie Brise* undertakes longer cruises further afield and trainees will be expected to live on board for up to four weeks at a time.

Excelsior Trust, Lowestoft: conserves *Excelsior* and other historic sailing vessels to give supporters the opportunity to join in - sailing and socialising. *Excelsior*, is a gaff-rigged Lowestoft smack built in 1921 and an historic fishing vessel.
<http://www.excelsiortrust.co.uk/>

Key Responsibilities

- Sailing on board the historic smack *Excelsior*
- Learning traditional seamanship and deck work on board a gaff-rigged vessel including: sail handling; boatwork; steering; keeping look out; traditional ropework; use of capstan and winches; use of purchases; heaving a line etc.
- Undertaking specialist maintenance and ship husbandry tasks on *Excelsior* such as block maintenance, lubricating gear, protecting wood with oils, rigging repairs etc.
- Learning the skills encompassing a traditional boatswain's role on a vessel of this type
- Working with youth and educational charter parties for the purposes of: curriculum

enhancement, Duke of Edinburgh's Award Scheme Expeditions, RYA Courses and Tall Ships' Races, introducing them to basic vessel handling skills

- Working with charter parties involving companies and other groups, welcoming them on board and communicating safety procedures.

This placement would be of interest for someone with no previous experience, wanting to develop traditional maritime skills to the level of boatswain to seek work as a professional seaman. Accommodation will be on board *Excelsior*, except in January.

Cutty Sark, Royal Museums Greenwich, London:, A national treasure telling the story of the UK's Victorian era maritime trade history, *Cutty Sark* represents one of the most significant historic vessels in the UK and is a major tourist attraction. She is maintained by a team of ship-keepers who work closely with the Museum conservation department to ensure her up-keep and future sustainability.

www.RMG.co.uk/cutty-sark

Key Responsibilities

- Undertaking specialist maintenance tasks on *Cutty Sark* or in the museum workshop
- Supporting the ship-keeping team in the organisation and implementation of maintenance and conservation activities
- Support curator in the research, development & implementation of the ships interpretation to diverse audiences, and support the curator in *Cutty Sark* collection research. Working with the visiting public, school groups to the vessels and with volunteers from the local community

This placement is ideal for someone who prefers to be shore based, wanting a Curatorial, museum-based or conservation focussed career connected to historic ships and the opportunity to learn practical skills to enhance their employment prospects.

Accommodation will be on-shore. IS ?

Pioneer Sailing Trust, Brightlingsea Essex: operates and conserves the sailing smacks *Pioneer* and *Priscilla*. The Trust led both of the conservation projects that brought these vessels into operation. Both vessels are now used for sail training. The Trust also operates 'Harker's Yard' a purpose-built training facility where a wide range of vessels are undergoing conservation/maintenance and which also supports the delivery of marine apprenticeships.

www.pioneerck18.org

Key Responsibilities

- Sailing on board the historic smacks *Pioneer* and *Priscilla*

- Learning traditional seamanship and deck work on board a gaff-rigged vessel including: sail handling; boatwork; steering; keeping look out; traditional ropework; heaving a line etc.
- Undertaking specialist maintenance and ship husbandry tasks on the range of Trust vessels such as block maintenance, lubricating gear, protecting wood with oils, rigging repairs etc.
- Learning the skills encompassing a traditional 2nd mates role on a vessel of this type
- Working with youth and educational charter parties for the purposes of: curriculum enhancement, Duke of Edinburgh's Award Scheme Expeditions, RYA Courses introducing them to basic vessel handling skills
- Working with charter parties involving companies and other groups, welcoming them on board and communicating safety procedures.

This placement would be of interest for someone with no previous experience, wanting to develop traditional maritime skills to the level of boatswain to seek work as a professional seaman. Accommodation will be on board *Pioneer* and ashore depending on the sailing programme.

HMS Warrior 1860 / National Museum of the Royal Navy, Portsmouth: a National Museum, telling the story of the Royal Navy with five major ships in its collection around the UK. A key component of this story is represented by *HMS Warrior*, the first iron clad warship to enter service with the Royal Navy.
www.nmrn.org.uk

Key Responsibilities

- Undertaking specialist maintenance tasks on *HMS Warrior* and other vessels in the NMRN collection
- Supporting the maintenance team in the organisation and implementation of maintenance and conservation activities
- Undertaking curatorial, museum conservation and interpretation work, including costing/estimating, conservation planning, researching vessel significance and audience development etc to better understand the historic vessels in the collection
- Working alongside the visiting public, school groups to the vessel and with volunteers from the local community

This placement is ideal for someone who prefers to be shore based, wanting a Curatorial, museum-based or conservation focussed career connected to historic ships and the opportunity to learn practical skills to enhance their employment prospects. Accommodation will be on-shore.

Please note: this training programme is intended for people wanting a long-term career working on historic vessels. Any future employer will require crew members to hold an ENG1 ML5 seafarer medical certificate. Although not needed for this programme, applicants are encouraged to check they meet relevant health requirements to avoid disappointment later. Successful candidates will be subject to a DBS check as part of the appointment process.

Advert Text: Trainees

SHORT TEXT FOR WEB-BASED ADVERT, LINKING TO TEXT BELOW ON NHS-UK, NMM OR PARTNERS' WEBSITES – I have rewritten the advert to make it more grabbing, not sure if this is something you would like?

**Skills for the Future: Shipshape Heritage Training Partnership 2
Fixed Term Traineeships for 12 Months, starting October 2018
Bursary Payment: £12,000 per annum**

We are looking for eight trainees to take part in a unique programme for those who are passionate about a career working on historic vessels. The Shipshape Heritage Training Partnership 2, managed by National Historic Ships UK, is offering a once in a lifetime opportunity to develop the knowledge necessary to preserve traditional skills for maintaining, conserving and operating historic vessels. Funded by the Heritage Lottery Fund and in partnership with eight host organisations, this programme is ideal for someone seeking a career as a professional seaman, maritime curator or conservator. During the year you will have the opportunity to gain experience in a variety of environments, including a traditional museum, youth outreach and educational environment.

No experience is necessary, just good communication skills, a flexible approach and the ability to work as part of a team. Above all is the interest in a long term career in the historic vessel sector. So if this sounds like you visit XXX to find out more.

TEXT FOR WEBSITE

**Skills for the Future: Shipshape Heritage Training Partnership 2
Fixed Term Traineeships for 12 Months, starting October 2018
Bursary Payment: £12,000 per annum**

Applications are invited for one of eight traineeships on the Shipshape Heritage Training Partnership2 (SHTP2) project, managed by National Historic Ships UK. The placements will be based at eight different locations throughout the UK, delivering skills in maintaining, operating and conserving historic vessels. The traineeships are being offered by National Historic Ships UK as part of 'Skills for the Future', a national programme to create new opportunities in work-based training for the heritage sector funded by the Heritage Lottery Fund. Eight further traineeships will be available from October 2019.

Successful applicants will be placed with one of the partner organisations based in

Anstruther, Brixham, Maldon, Brightlingsea, London, Lowestoft, Portsmouth and Hamble for the main summer sailing season and for part of the winter refit programme where there will be a chance to develop practical skills (including vessel handling using the vessels owned by the partners) by working with experienced crew or museum staff. The traineeships include a period of practical study at the International Boatbuilding Training College in Lowestoft, Suffolk, and distance learning course in Historic Vessel Conservation.

There will also be the opportunity to visit other historic vessels and museums to gain experience of different organisations and types of traditional rig on a rotation basis.

By the end of the year, trainees will have built up a record of operational, maintenance, conservation and interpretation skills and will be able to gain certificates from National Historic Ships UK.

Although the eight traineeships all cover the essential skills needed for a career in the historic ships or maritime heritage industry, each placement offers a slightly different experience depending on the main purpose of the host organisation and its vessels – see job description for more detail.

Applicants will need to have achieved GCSE grade C or equivalent, in English and Mathematics, in order to apply. No other qualifications or specific experience in sailing are required, but an interest in maritime heritage is desirable and applicants must be able to demonstrate that they: are interested in a long-term career in this sector; can communicate effectively in speaking and writing; work both independently and as part of a team; and have practical aptitude for being on board a vessel at sea. You'll also need to be willing to engage with a wide range of different audiences.

Applications are made via the Royal Museums Greenwich (RMG) Human Resources Department. RMG is an equal opportunities employer. Applications for these traineeships are open to everyone who can meet the conditions set out above, including applications from those without existing sailing qualifications.

Click [here](#) for job description and application form or for further information contact xx on telephone number xx. The closing date for the return of completed application forms is 12.00 noon on XX.

Application Form

Confidential: Application For Traineeship

Post applied for	Shipshape Heritage Training Project Trainee		
		Where did you see this job advertised?	
Placement applied for. Please indicate yes or no for each placement.	Scottish Fisheries Museum, Anstruther: Yes/No Trinity Sailing Foundation, Brixham: Yes/No Sea-change Sailing Trust, Essex: Yes/No Dauntsey's School Sailing Club. Solent /Hamble: Yes/No Excelsior Trust, Lowestoft: Yes/No Pioneer Sailing Trust, Essex: Yes/No HMS Warrior/NMRN, Portsmouth: Yes/No Royal Museum Greenwich/Cutty Sark, London: Yes/No No preference		

Thank you for your interest in the SHTP2 project, managed by National Historic Ships UK. Please complete this form and return to:

Human Resources, Royal Museums Greenwich, Park Row, Greenwich, London, SE10 9NF or recruitment@rmg.co.uk

To comply with the Data Protection Act 1998, the information you provide will be kept for the purposes of monitoring and will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months and then destroyed. If you are the successful candidate, this form will be used as part of your personnel record.

Personal Details

Title Mr/Mrs/Miss/Ms/Dr	Forenames	Surname
Previous Surnames (if applicable)		
National Insurance Number		

<p>Address</p> <p>Postcode</p>	<p>Contact Telephone Numbers</p> <p>Home:Mobile:</p> <p>Email:</p>
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Education, qualifications and training

Include qualifications obtained and any other training courses attended

Name of School, University or Institution	Dates attended	Qualification/ grades

Other relevant training, professional qualifications (e.g. RYA qualifications, first aid, health & Safety courses etc)

Professional membership – do you have membership of any professional bodies? (if so, please give details, including any offices held)

Employment History - current or most recent employment

Employer	Job Title
Date from (month, year)	Salary and benefits
Date to (month, year)	

Summary of duties**Reason for leaving****Previous Employment** (please continue on a separate sheet if necessary)

Date from -(month, year) Date to (month, year)	Employer	Job title with a brief explanation of duties

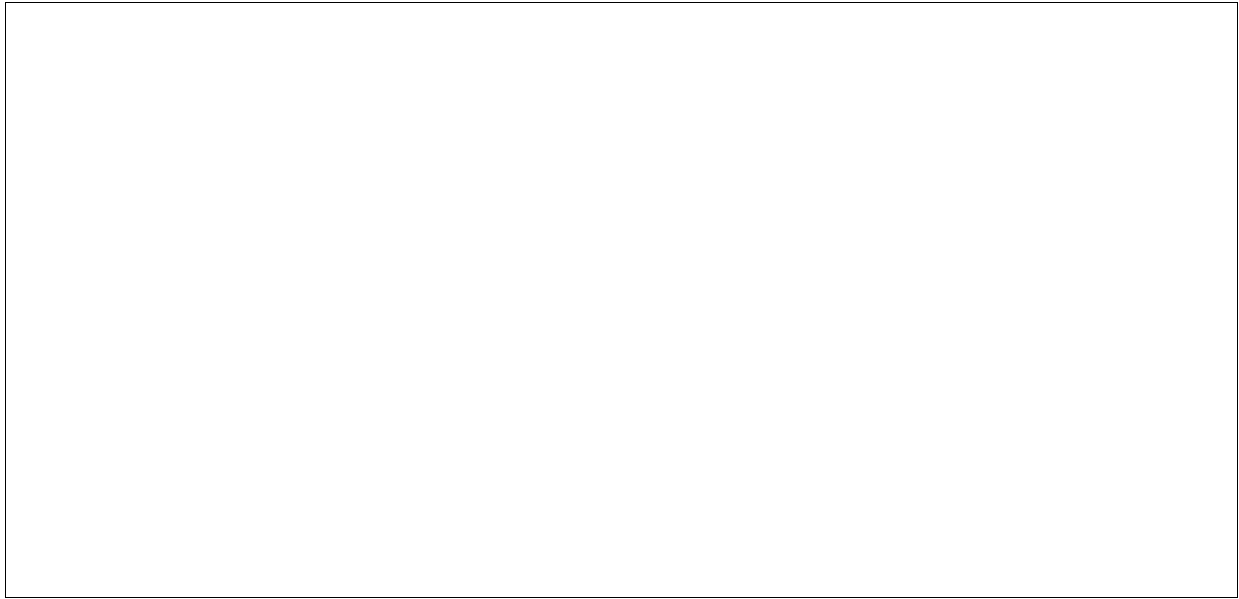
Time not accounted for above, e.g unemployment, travel, voluntary work, hobbies or relevant interests

--

Experience, Skills and Knowledge

Please read the job description enclosed with this form, before completing this section.

Please say why you are interested in this post and in what ways your knowledge and experience are relevant (please continue on a separate sheet if necessary).



References – just a query if work references will be the most relevant for this?

Please give details of two referees who are able to comment on your suitability for this traineeship. We require 2 employment references, the first being your present or most recent employer (including voluntary work), the second a previous employer. Alternatively, we will accept an Academic/Character reference should employment references not be possible.

Name of Referee	Name of Referee
Employer’s name and address	Employer’s name and address
Postcode	Postcode
Telephone	Telephone
Fax	Fax
Email	Email

Relationship of referee to you	Relationship of referee to you
May we contact this referee before interview?	May we contact this referee before interview?
Yes/No	Yes/No

Criminal Records/Convictions

Offers of a place on the traineeship will be subject to a satisfactory criminal records check before the appointment is confirmed. This check will request details of cautions, reprimands or final warnings, as well as convictions.

Do you have any criminal convictions you need to disclose? **Yes /No** * (please delete)

If yes, please disclose details

If you are not a member of the European community do you have the necessary permit to work in this Country?

N/A / Yes /No * (please delete)

If Yes, what date does it expire:

Are there any restrictions in the number of hours you are allowed to work? Yes / No (please delete)

If Yes, what are they:

This training post starts on 1st October 2018, if you were appointed, would you be able to take up the post at that time?

Appointments are subject to satisfactory references and security clearance. Applicants selected for interview will be informed within three weeks of the closing date. If you have not heard from us within this period, it will be because we have not decided to take your application any further.

Note: This role is funded by the Heritage Lottery Fund, therefore the interview and appointment process will be subject to confirmation of funding from HLF on the XX January 2018.

I confirm that the information on this form is correct. I understand that false or misleading information or failure to disclose a conviction as defined above, may lead to the termination of the traineeship. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

The Museum is committed to providing a work environment which is open to all and to respond, as appropriate, to the needs of people with disabilities.

Do you consider that you have a disability/condition that you would like to declare?	Yes	No
--	-----	----

Signed	Date
--------	------

Trainee Agreement

AGREEMENT BETWEEN NATIONAL HISTORIC SHIPS UK & SHTP2 TRAINEE

CONTENTS

- Terms of training placement
- Outline of the Shipshape Heritage Training Project (SHTP) training programme
- Key outcomes of the programme
- Grievance and termination process

This Agreement is between National Historic Ships-UK and the SHTP2 Trainee selected for a placement with(enter Host organisation's name).

1 Terms of Training placement

The trainee will undertake the 12 month placement to the best of their ability. A programme of training and work will be agreed between the trainee, the host organisation and NHS-UK at the beginning of the placement.

NHS-UK and the host organisations undertake to support and mentor the trainee and to make all reasonable efforts to ensure the placement runs smoothly and is a productive and positive experience for both the trainee and the supervisor.

All trainees will be subject to DBS2 check as they will be required to work with young people and vulnerable adults during the course of the programme.

Although not formally examined for the programme, the trainee is expected to satisfy their level of fitness is compatible with MCA – ML5 standard which is a basic requirement for employment in the sector.

The trainee undertakes to comply with all reasonable requests and working practices of the host organisation to the best of their ability and to conduct himself or herself with propriety and integrity in dealings with all parties encountered over the training period.

NHS-UK reserves the right to reclaim the whole or part of the bursary should the trainee leave before the end of the placement, for whatever reason. Where necessary, recovery of the bursary shall be on a pro-rata basis for each week remaining of the placement.

Trainees are required to complete evaluations of the programme midway through and towards the end of their placements, and to take reasonable steps to be available for the programme's evaluator.

A bursary of £12,000pa will be paid by the National Maritime Museum on behalf of National Historic Ships UK to each trainee into their bank accounts monthly in arrears. Trainees are expected to cover their accommodation costs from these living expenses: this may include renting accommodation, portion payment of shared accommodation or payment for berths on board the host vessels.

Conditions of training include:

- Each placement is full time, 52 weeks, working hours to be agreed with placement provider, but not exceeding 48hrs per week average;
- Annual leave must be taken with the approval of the Supervisor and Training Coordinator and is always subject to operational requirements.
- The programme allows for two weeks leave over the Christmas/New Year period for all trainees.

Leave periods:

Any sickness absence or special leave taken by the trainee should be notified to their Supervisor, and Training Co-ordinator immediately. The trainee should submit appropriate self-certification forms/medical certificates to their Supervisor to send on to the HR Department of Royal Museums Greenwich.

Outline of the SHTP training programme

Outline of the training programme:

November – Induction at Cremyll Sea School, Plymouth

December - February – IBTC Lowestoft

Christmas/New Year Leave

February –for trainees following conservation route

March – June Host organisation

June Rotation to other vessels

July – mid- October Host organisation

End October - complete

Induction to the course will be given at the initial session at Cremyll Sea School inductions to host organisations (main host or temporary hosts for rotation) will be given on arrival.

The host organisation undertakes to safeguard the trainee under their health & safety, equalities and relevant policies and protocols. The trainee is expected to comply with expectations and behavioural protocols of their host organisation- and might be asked to sign additional agreements.

The placement supervisor will discuss and agree a training plan for the trainee to cover their learning whilst on placement and have it signed by the appropriate people.

At all times (at Cremyll Sea School, IBTC Lowestoft, with host organisations or on rotation) trainees will be prepared to act as ambassador for the SHTP2, whilst talking to agencies, HLF, RMG representatives or the public.

Students will receive instruction and accreditation for key generic skills as outlined in the relevant learning pathway.

The maintenance course will result in a certificate of completion issued by IBTC in conjunction with NHS-UK. Any other qualifications undertaken for personal development will be agreed with the Supervisor and Project Co-ordinator in advance and will only be authorised if within the scope of the project aims and objectives.

Trainees and supervisors share joint responsibility for ensuring that the trainee engages with all activity areas and skills outlined in and monitored through the qualification requirements during the training programme.

The trainee will do preparatory work with their main supervisor to ensure that they attend rotation with clear training goals – to be shared with their rotation supervisor on arrival – to address parts of the training that might not be achievable with their main host, or which will be enriched by additional work on rotation.

3 Key outcomes of the programme

By the end of the twelve-month programme, the trainee will be able to demonstrate competence in operating, maintaining and conserving historic vessels according to the aspirations outlined in the SHTP2 course description.

The principal record of the training programme will be certificates gained and the material gathered to achieve them wherein training areas are identified, achievement and progress are noted and excellence is recorded.

Trainees will have met and had the opportunity to network with HLF staff, NHS-UK and RMG staff, partner organisations, the traditional boat-building community and people involved in the employment of people within the sector.

In addition, it is expected that each trainee will participate in the Shipshape Network blog for the course, providing monthly updates on their progress to the SHTP 2 Co-ordinator and be prepared to publicise the programme on the Shipshape website.

4 Grievance and termination process

The Shipshape Heritage Training Project 2 is limited to an intake of eight people per year for 2 years with the aim of sixteen people completing the programme over the life of the project – to that end, all parties will strive to address issues if, as and when they arise.

By signing this agreement, the trainee is stating that:

- They assume themselves to be fit to MCA – ML5 standard and
- They do not expect any preclusion to their participation in the programme coming from DBS check.

Whilst most issues can be sorted out through prompt discussion and intervention if necessary, it is appreciated that this is not always the case. Trainees will become part of a mentor scheme run by the MAST alumni association primarily to assist in domestic and pastoral issues. However, the mentor is also there to help discuss issues arising around the programme and act as an ear and a sounding board to discuss things relating to (or not immediately relevant to) the relationship with the trainee's supervisor or the way the programme is being handled.

Beyond informal discussions with the mentor, for performance, learning and programme issues, the trainee will be expected to:

1. Discuss promptly with the supervisor to seek resolution;
2. Raise with the Project Co-ordinator if resolution is not immediately forthcoming;
3. Discuss with HR at RMG for final resolution – being an agreed route to resolution, a move within the scheme (if possible and relevant) or termination.

For domestic or pastoral issues the trainee will be expected to:

1. Discuss promptly with supervisor and/or mentor;
2. Escalate to round table discussion with supervisor and mentor;
3. Involve Project Co-ordinator if resolution cannot be achieved locally;
4. Involve HR at RMG if necessary as final intervention to prevent leaving the programme

5. Discipline and grievance procedures:

Section 4 of the RMG's Policies and Procedures contains the Disciplinary and Grievance Procedures which apply.

The terms and conditions section of the Staff Handbook forms part of the trainees' contract and may be amended or updated from time to time normally by agreement or negotiation. Notice of changes in terms or conditions will be given in writing. Transfer or Termination of the Placement and Agreement: the trainees' employment will be probationary for the first three months in post. In exceptional circumstances NHS-UK reserves the right to extend this probationary period without prior warning if it is considered necessary.

NHS-UK reserves the right not to follow its formal disciplinary procedure during the probationary period. The trainees' employment may be terminated on two weeks' notice if they do not meet the required standard at any time during or at the end of the period. Termination also applies in circumstances where the failure to achieve an examination or a required standard in a test, which is a pre-requisite of the position.

Trainees are required to give one month's written notice of resignation if they wish to terminate their employment. Their employment may be terminated without notice or pay in lieu for gross misconduct or the equivalent. The Museum reserves the option in its absolute discretion to pay salary in lieu of notice.

This Agreement was made between,

(1) National Historic Ships UK

Signed:

Duly authorised to sign for and on behalf of:

Print Name: Piran Harte

Job title: ...NHS-UK Project & Policy Manager

Date:.....

(2) [Insert name of Trainee] "Trainee"

Signed:

Print Name:

Date:.....

Annex C Partnership agreement

Shipshape Heritage Training Partnership (SHTP2) Project

This Partnership Agreement was formalised on xx January 2018 as a continuation of the signed Statement of Intent, published on 31 January 2018, between the following parties:

- National Historic Ships UK
- Excelsior Trust
- Trinity Sailing Foundation
- The Scottish Fisheries Museum
- Dauntseys School Sailing Club
- Sea-Change Sailing Trust
- Pioneer Sailing Trust
- Cutty Sark, Royal Museums Greenwich–
- HMS Warrior 1860/National Museum of the Royal Navy

Duration

This Partnership Agreement shall be active from the date of signature until 31 December 2020 unless otherwise terminated by this agreement, or operation of law.

Aims of Partnership:

The partnership has been formed to manage the delivery of the Shipshape Heritage Training Partnership Project, funded by the Heritage Lottery Skills for the Future Fund, and seeks to meet the following aims:

1. The development of skills and techniques to support the conservation, interpretation, maintenance and operation of historic vessels
2. The establishment of sixteen 12 month training placements to further knowledge and understanding in this sphere
3. The recording of skills to develop a training model for the sector
4. The development of a practical course in vessel maintenance skills
5. The implementation of assessment framework and qualifications for traditional seamanship skills and heritage vessel conservation

Obligations:

All partners agree to engage in and support the following activities:

- Establishment of a project steering group to include one representative per partner organisation
- Delivery of the SHTP2 project to the guidelines set down in the formal training plan
- Recruitment of project co-ordinator, skills consultant and trainees
- Hosting and delivery of trainee placements
- Delivery of practical on board vessel training

- Development and delivery of vessel maintenance course and heritage conservation programme
- Overall project management
- Evaluation and assessment of programme

In addition, each partner shall act as an ambassador for the project and undertake associated promotion and marketing activities within the limits of their organisation and in conjunction with National Historic Ships UK as lead partner.

Partner locations and key contacts:

Lead partner:

- National Historic Ships UK (NHS-UK)

Key contact: Piran Harte Policy & Project Manager

Address: Park Row, Greenwich SE10 9NF

Tel: 0208 312 858

Email: piran.harte@nationalhistoricships.org.uk

Partner organisations:

- Excelsior Sailing Trust

Key Contact: John Wylson, Historical & Technical Director

Address: Harbour Road, Oulton Broad, Lowestoft, NR32 3LY

Tel: 01502 513632

Email: jw@wylson.com

- Trinity Sailing Foundation

Key Contact: Toby Russell, Director

Address: The Sail Loft, Pump Street, Brixham, Devon, TQ5 8ED

Tel: 01803 883355

Email: toby@trinitysailing.org

- The Scottish Fisheries Museum Trust

Key Contact: Linda Fitzpatrick, Curator

Address: St Ayles, Harbourhead, Anstruther, Fife, KY10 3AB

Tel: 01333-311806

Email: linda@scotfishmuseum.org

- Dauntseys School Sailing Club

Key Contact: Toby Marris, Head of Sailing

Address: West Lavington, Nr Devizes, Wilts, SN10 4HE

Tel: 07785 278715

Email: tobymarris@me.com

- Sea-Change Sailing Trust

Key Contact: Richard Titchener, Executive Officer & Skipper
Address: Unit 1 Blackwater Marina, Mayland, Essex CM3 6AL
Tel: 07895 063838
Email: Richard@seachangesailingtrust.org.uk

- Pioneer Sailing Trust

Key Contact: Felicity Lees, Operations Manager
Address: Harker's Yard, Shipyard Estate, Brightlingsea, Essex CO7 0AR
Tel: 01206 303373
Email: admin@pioneersailingtrust.org.uk

- Cutty Sark, Royal Museums Greenwich

Key Contact: Aaron Hewett, Operations Manager, Cutty Sark
Tel: 0208 3128552
Address: King William Walk, London, SE10 9HT
Email: AHewett@rmg.co.uk

- HMS Warrior/National Museum of the Royal Navy

Key Contact: Tony Ford
Tel: 02392 778 603
Address: HM Naval Base, Portsmouth, PO1 3NH
Email: XO@hmswarrior.org

Partnership contributions:

The partners shall contribute funding to the project in the form of in-kind or cash contributions, to the minimum combined sum of 5% of the overall costs, as set out in the HLF application.

Salaries:

No partner shall receive any salaries for services rendered to the partnership, (other than as a result of full-cost recovery calculated as part of the training plan), unless this has been agreed by all as an in-kind contribution, or unless an individual has formally tendered for a consultancy role.

Management:

The partners have agreed to the management of the partnership as follows:

National Historic Ships UK shall be the lead partner managing the project, with daily

administration undertaken by an appointed project co-ordinator. This individual will be based at the NHS-UK offices in Greenwich and will be line managed by NHS-UK on a daily basis. Overall SHTP management will come via a partnership steering group, chaired by the Director NHS-UK and comprised of at least one representative from each partnership organisation, meeting two times per year for the duration of the scheme.

The trainees will be managed in accordance with a signed training agreement and will be monitored by on-site supervisors at each host partnership site, with a pastoral mentor also appointed to each individual by NHS-UK.

Without the consent of the other partners, no partner shall on behalf of the partnership borrow or lend money, or make, deliver or accept any commercial paper, or execute any mortgage, security agreement, bond, lease, purchase or contract to purchase, or sell or contract to sell anything on behalf of the partnership other than items agreed as part of the application.

Accounts:

The project co-ordinator will process the project accounts and manage the budget in conjunction with National Historic Ships UK, who will draw down funding for the project in their role as lead partner. Each partner organisation will be required to submit invoices and financial summaries at set times to the co-ordinator from start to finish of the project.

Banking:

All funds of the partnership shall be deposited in the name of the partnership and administered via National Historic Ships UK through the National Maritime Museum as part of their existing service level agreement.

Liability:

No partner shall be liable to the others for any:

- Loss of business, use, profit, anticipated profit, contracts, revenue, goodwill, or
- anticipated savings
- Loss of data or use of data
- Damage to any partner's reputation
- Consequential, special or indirect loss or damage

No partner seeks to exclude liability under this Contract or any subsequent formal agreement for death or personal injury caused by its negligence, fraudulent misrepresentation or any other type of liability which cannot by law be excluded or limited.

Termination:

The agreement may be terminated by any partner by giving written notice to the other, in the event that the other partner:

- a. commits a material breach of any of its obligations under this Contract or any subsequent formal agreement which, if capable of remedy, is not remedied within five working days;
- b. enters liquidation, administration or receivership

If the agreement is terminated, all partners shall seek to ensure that such termination shall not damage the reputation of the others. This clause shall survive termination of this Contract or any subsequent formal agreement.

Furthermore, if a partner ceases to operate or wishes to withdraw from the project at any stage, they agree to work with the other partners to find alternative placements for the trainees at their site.

In witness whereof this agreement is entered into on the date written at the beginning of this document.

- Signed for and on behalf of National Historic Ships UK:

Key contact:.....

Position:.....

Signature:.....

Date:.....

Senior representative:.....

Position:.....

Signature:.....

Date:

- Signed for and on behalf of Dauntseys School Sailing Club:

Key contact:.....

Position:.....

Signature:.....

Date:.....

Senior representative:.....

Position:.....

Signature:.....

Date:

- Signed for and on behalf of the Scottish Fisheries Museum:

Key contact:.....
 Position:.....
 Signature:.....
 Date:.....
 Senior representative:.....
 Position:.....
 Signature:.....
 Date:

- Signed for and on behalf of the Excelsior Trust:

Key contact:.....
 Position:.....
 Signature:.....
 Date:.....
 Senior representative:.....
 Position:.....
 Signature:.....
 Date:

- Signed for and on behalf of the Trinity Sailing Foundation:

Key contact:.....
 Position:.....
 Signature:.....
 Date:.....
 Senior representative:.....
 Position:.....
 Signature:.....
 Date:

- Signed for and on behalf of the Sea-Change Trust:

Key contact:.....
 Position:.....
 Signature:.....
 Date:.....
 Senior representative:.....
 Position:.....

Signature:.....

Date:

- Signed for and on behalf of the Pioneer Sailing Trust:

Key contact:.....

Position:.....

Signature:.....

Date:.....

Senior representative:.....

Position:.....

Signature:.....

Date:

- Signed for and on behalf of Royal Museums Greenwich:

Key contact:.....

Position:.....

Signature:.....

Date:.....

Senior representative:.....

Position:.....

Signature:.....

Date:

- Signed for and on behalf of HMS Warrior/National Museum of the Royal Navy:

Key contact:.....

Position:.....

Signature:.....

Date:.....

Senior representative:.....

Position:.....

Signature:.....

Date:

Host Organisation Agreement

AGREEMENT BETWEEN NATIONAL HISTORIC SHIPS UK (NHS-UK) & TRAINING PARTNERS

1. Purpose of the Agreement	
2. Roles and Responsibilities of the Partner Organisation	
Health and Safety	
Equal Opportunities	
Training	
Trainee's Assessment and Induction	
Training Outcomes	
3. Placement Training – on and off Site	
4. Bursary Payments	

1. Purpose of the Agreement

The purpose of this agreement is to set out the roles, responsibilities and undertakings of the host organisation when providing the training placement within the Shipshape Heritage Training Partnership 2 (SHTP2).

Aim of the scheme

The SHTP2 project has been set up (and funded via the Heritage Lottery Skills for the Future initiative) to:

- train eight people a year for two years in the skills required to maintain, operate and conserve historic sailing vessels;
- furnish those trainees with an objective and monitored set of learning objectives;
- provide template training models for the wider sector and develop an assessment framework for seamanship skills.

The scheme will run for 2.5 years and this agreement is put in place for the duration of the training placements (March 2018 – end December 2020).

Each placement in year 1 lasts from October 2018 – End of September 2019

Each placement in year 2 lasts from October 2019 – End September 2020

Trainee Criteria

Each partner has identified trainee criteria and these are addressed in the recruitment package

Definitions

Shipsshape Heritage Training Partnership 2(SHTP2) – the partnership formed to manage the project with NHS-UK as lead partner, training body via Royal Museums Greenwich and HLF applicant Partners / Placement

Providers– the eight organisations providing agreed opportunities for placement learning under the SHTP2 Scheme

Trainee – Bursaried trainee of NHS-UK via Royal Museums Greenwich for one year on a skills based learning programme, located for much of that time on placement with one of the partners

Project Co-ordinator – Contract employee (line managed by NHS-UK and supervised by the SHTP2 steering group) responsible for all liaison, supervision and administration of the scheme, and formal programme manager of the trainees

Supervisor – The nominated individual from each partner taking responsibility for the training, monitoring and welfare of the trainee whilst on placement

Mentor – A mentor scheme established through the MAST Association providing a mechanism for ensuring that pastoral needs are being attended to

Placement – The time during the course when the trainee is in the charge of the partner either on-board or on-shore

2. Roles and Responsibilities of the Partners**Health and Safety**

Placement Providers/Partners offering a placement have a legal obligation to ensure as far as reasonably practicable that the trainees are not put at risk either by their working environment or by the tasks which they are asked to carry out.

The Health and Safety at Work Act, 1974, the regulations on the Control of Substances Hazardous to Health and all relevant EU Health and Safety Directives form a central part of this requirement. This is not an exhaustive list of applicable legislation.

The Partner must ensure that appropriate policies and procedures are in place regarding Health and Safety. The major liability, under the Health and Safety at Work Act and other

relevant legislation, falls onto the Placement Provider. There must be a health and safety policy in place for the site at which the Trainee is to work.

The Trainee's role in the Placement is to ensure that they undertake the placement to the best of their ability. They, too, have a responsibility to ensure that their own actions do not cause risks to their own and others' health and safety. Thus it is very important that the Partner explains Health and Safety responsibilities to the Trainee in the Induction to each section of the course (see below).

The expectation is that the trainees will be given sufficient guidance to enable themselves to start to conduct their own risks assessments prior to taking on certain tasks.

Equal Opportunities

Equal opportunities legislation applies to the placement of all Trainees. All Placement Providers should have an Equal Opportunities policy statement.

Inductions

Initial Induction for trainees will be during the first period off job training activity at Cremyll Sea School, Plymouth. At this point the trainees will be inducted by the Co-ordinator and other NHS-UK staff in all formal aspects of their commitments to SHTP2, Royal Museums Greenwich and the course.

They will be instructed on the requirements of the competency units, reporting, movement between elements and their disciplines and responsibilities. They will also receive induction regarding the role of the Partners, supervisors and mentors. Partner induction will be required to ensure that trainees are informed, instructed and safe for the duration of their placement.

The partner induction will also cover the significance and history of the historic vessel(s), and lay out protocols, expected behaviours and disciplines peculiar to their placement. The trainees may be required to work or travel on any partner vessel and, if necessary, supplementary information will be given.

Training

The training is prescribed in the SHTP2 training plan and blocked out for assessment in accordance with the course requirements, which will be maintained by the trainee, in conjunction with the supervisor and reported monthly to the Co-ordinator.

It is the responsibility of the supervisor to ensure that progress against the competency units being made and progress is reported in the course workbook and to the co-ordinator to ensure compliance with the HLF contract and conditions.

Trainee's Assessment and Induction

On arrival at each placement, each Trainee should undergo an initial assessment of their training and development needs with their supervisor. This will determine the structure of their Training Plan and help identify achievement targets for the Trainee.

This is an essential part of this learning agreement and helps to ensure that the trainee's and partner's aspirations are appropriate, realistic, achievable and in line with this training plan. This assessment and associated placement induction needs to take place before involvement in specific work-related duties.

The induction, undertaken early in the training programme, aims to familiarise the trainee with relevant Health & Safety procedures and practices, the working environment, the training they will receive, their Placement Provider's organisation and an introduction to those people who will help and influence their training and development.

Training Outcomes

The competency units outline the expectations of the scheme; the placement induction discussions will be more specific about what is to be achieved during each phase of the programme.

3. Placement Training – on and off Site

Each partner is responsible for the trainee's training. This will primarily take place on site but there may be a requirement that the trainee has some off-site training for additional skills. During the rotations, the host partner will assume supervisory role for the duration of the rotation, ensuring that specified areas of training are completed or addressed with the Co-ordinator if it is not possible to achieve them during the rotation. Each rotation placement will also include a brief induction, covering information specific to the vessel. For the purposes of this agreement, the sessions at Cremyll Sea School, IBTC Lowestoft take on the nature of rotations in that the trainees will be supervised locally and subject to their protocols, Health & safety regulations and other policies.

Supervision

Each partner must identify a senior member of staff as the trainee's Supervisor; this will usually be the Skipper, Ship-keeper or Curator. The placement Supervisor must understand the objectives and learning outcomes of the Placement.

Cremyll Sea School Yard, IBTC Lowestoft, and relevant rotation hosts must similarly identify supervisors.

The Supervisor would normally expect to:

- Take an active role in the selection and recruitment of the trainees
- Provide/organise the Induction at the start of the placement
- Provide day to day supervision of trainees
- Complete relevant pages of trainee Review Papers
- Take joint responsibility with the trainee to address all areas and requirements described within the relevant competency units – ensuring as complete a training as possible, including practising of skills learnt at IBTC, Boathouse 4 etc.
- Explain the 'behind the scenes' elements of running an historic vessel, including business plans, fundraising, publicity, volunteer management etc.
- Address any welfare/discipline issues raised by the trainee and/or mentor
- Ensure trainee is introduced to other organisations, vessels and activities to enrich their experience whilst on placement
- Provide evaluation of the scheme

External Visits

The Partner/Supervisor also needs to accept and agree to visits to the site from time to time by :

- Project Coordinator
- Trainee's mentor
- NHS-UK staff
- Heritage Lottery Fund personnel
- SHTP 2 consultant evaluator
- Consultant undertaking film work
- Others as nominated by the above

4. Bursary Payments

Living expenses of £12,000pa will be paid to each trainee into their bank accounts monthly in arrears. Trainees are expected to cover their accommodation costs from these living expenses: this may include renting accommodation, portion payment of shared accommodation or payment for berths on board the host vessels.

Conditions of training include:

- Each placement is full time, 52 weeks, working hours to be agreed with placement provider, but not exceeding 48hrs per week average;

- Leave days should be in accordance with the work schedule of the host organisation;
- The programme shows two weeks leave over the Christmas/New Year period for all trainees.

Annual leave:

Any leave taken by the trainee should be notified to their Supervisor, and Training Coordinator immediately. Leave should be agreed with the host organisation in accordance with their policies and procedures.

Discipline and grievance procedures:

Section 4 of the RMG's Policies and Procedures contains the Disciplinary and Grievance Procedures which apply.

The terms and conditions section of the Staff Handbook forms part of the trainees' contract and may be amended or updated from time to time normally by agreement or negotiation. Notice of changes in terms or conditions will be given in writing.

Transfer or Termination of the Placement and Agreement:

The trainees' period of training will be probationary for the first three months in post. In exceptional circumstances the Museum reserves the right to extend this probationary period without prior warning if it is considered necessary.

The Museum reserves the right not to follow its formal disciplinary procedure during the probationary period. The trainees' period of training may be terminated on two weeks' notice if they do not meet the required standard at any time during or at the end of the period. Termination also applies in circumstances where the failure to achieve an examination or a required standard in a test, which is a pre-requisite of the position.

Trainees are required to give one month's written notice of their intention to leave if they wish to terminate their training placement. Their training placement may be terminated without notice or pay in lieu for gross misconduct or the equivalent. The Museum reserves the option in its absolute discretion to pay salary in lieu of notice.

This Agreement was made on [date] between National Historic Ships - UK

Signed:

Duly authorised to sign for and on behalf of Royal Museums Greenwich,

Print Name: Piran Harte

Job Title: NHS-UK Policy and Project manager

(1) [Inset name of Partner organisation and individual (“Partner”)]

Supervisor’s name:

Mentor’s name:

Organisation’s contact address and base for placement:

Signed:

Duly authorised to sign for and on behalf of Partner

Print Name:

Job Title:

Health and Safety form

1. Do you have a written Health and Safety policy? Yes/No (delete as applicable)
2. Do you have a policy regarding health and safety training for people working in your organisation, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the placement student?

Yes/No (delete as applicable)

3. Is the organisation registered with:

- a) The Health and Safety Executive? Yes/No (delete as applicable)
- b) The Local Authority Environmental Health Department? Yes/No (delete as applicable)

4. Insurance:

- a) Is Placement Provider and Public Liability Insurance held? Yes/No (delete as applicable)
- b) Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee? Yes/No (delete as applicable)

Please provide these details:

Placement Provider Liability Insurance Details:

Policy No: Expiry Date:

5. Risk assessment:

- a) Have you carried out risk assessment of your work practices to identify possible risks, whether to your own employees or to others within your organisation? Yes/No (delete as applicable)
- b) Are risk assessments kept under regular review? Yes/No (delete as applicable)
- c) Are the results of risk assessment implemented? Yes/No (delete as applicable)

6. Accidents and incidents

- a) Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR? Yes/No (delete as applicable)
- b) Have you procedures to be followed in the event of serious and imminent danger to people at work in your organisation? Yes/No (delete as applicable)
- c) Will you report to the Training Co-ordinator all recorded accidents involving placement trainees? Yes/No (delete as applicable)
- d) Will you report to the Training Co-ordinator any sickness involving placement trainees which may be attributable to the work they are doing? Yes/No (delete as applicable)

7. Is protective clothing, footwear or equipment needed for this job?

8. Will this placement include multi-site work?

Contact Personnel

Who is your nominated contact for compliance with the requirements of health and safety legislation?

Name and position: _____ Tel: _____

The above statements are true to the best of my knowledge and belief:

Signed: _____ Position: _____ Date: _____

Annex D Project co-ordinator job description

Job Description

Job Purpose:

To undertake the daily management of this HLF-funded scheme, including administration, recruitment, reporting, timetabling and budgeting. To co-ordinate between the eight host training sites to support, promote and evaluate the key aspects of the training programme.

Reporting to:

This post will report directly to the National Historic Ships UK Policy & Project Manager and the bi-annual meetings of the SHTP 2 Partnership Steering Group.

Key Responsibilities and Duties:

- Organising recruitment including selection days, interviews and appointments of 16 x trainees, working closely with partner organisations and HR team at Royal Museums Greenwich
- Monitoring the achievement of project targets and implement measures to ensure they are achieved
- Monitoring recruitment diversity targets
- Working with the appointed film company to produce a number of short films recording skills from the project as online learning tools
- Co-ordinating regular meetings of the Partnership Steering Group
- Contributing to the design of new web pages and providing ongoing updates
- Undertaking regular site visits to all host training organisations
- Organising and managing induction, supervisor briefing and networking days
- Monitoring trainee development and undertaking mid-point reviews in conjunction with the trainee supervisors
- Co-ordinating delivery of maintenance course in association with the International Boatbuilding & Training College (IBTC)
- Co-ordinating trainee accommodation and travel requirements
- Managing the project budget, invoicing, trainee payments and HLF draw downs in conjunction with the Resources Manager and RMG Finance team
- Issuing press releases, news items, social media updates and developing promotional literature for the scheme
- Attending conferences, networking days or meetings as required by the project

- Organising trainee rotations to other host vessels
- Monitoring trainee and partner feedback through evaluation forms
- Submitting regular project reports to HLF as required and co-ordinate final project evaluation

Qualifications and Experience:

Essential

- Experience of developing and delivering training programmes
- Experience of the assessment of training outcomes
- High level of computer literacy with experience of Microsoft packages including the ability to prepare formal reports using Word, Excel and Powerpoint
- Experience of managing budgets and creating financial reports in Excel
- Ability to work accurately to deadlines
- Confidence in dealing with external agencies
- Good presentational skills

Desirable

- Empathy for maritime heritage and associated skills
- A track record of research and evaluation
- Previous knowledge of an HLF-funded scheme
- Experience of working with trainees
- Experience of delivering a recruitment strategy

Terms and Conditions:

This is a fixed-term contract from June 2018 to November 2020 (30 months).

The post holder will work a 32 hour week, days to be agreed. Some overnight travel will be a required element of this job.

Salary: £20,293 per annum (equivalent to a full-time salary of £26,000).

Advert text – Project Co-ordinator

SHIPSHAPE HERITAGE TRAINING PARTNERSHIP (SHTP)

We are looking for a part-time Project Co-ordinator for the second phase of the Shipshape Heritage Training Partnership project (SHTP 2), a new Heritage Lottery Skills for the Future funded initiative managed by National Historic Ships UK (NHS-UK). This varied role will involve the daily administration of this HLF funded scheme, including recruitment, reporting, timetabling and budgeting and co-ordinating with partners to support, promote and evaluate the key aspects of the training programme.

About the Project

National Historic Ships UK maintains the National Register of Historic Vessels, listing over 1,200 craft in need of on-going conservation. Many of these vessels remain in operation, yet the traditional skills and techniques of handling and maintaining them are in danger of being lost as those people with the knowledge age. This project provides sixteen 12-month training placements at eight partner sites ranging from Scotland to the West Country and offering on board and museum-based specialist training to ensure the significance of these craft is maintained and the ability to operate them safely and effectively is kept alive. The trainees will also undertake a tailored course in historic vessel maintenance at the International Boatbuilding Training College and a distance learning course in historic vessel conservation.

Throughout the project, skills delivery sessions will be filmed to provide an on-going learning resource for individuals and organisations working in the sector.

What we need

NHS-UK is advertising for a Project Co-ordinator to:

- Organise recruitment, interviews and appointments of 16 trainees (eight each year for two years), working closely with partner organisations
- Manage the trainee learning programme, supported by their supervisors and mentors
- Co-ordinate meetings of the Partnership Steering Group
- Contribute to the design of new web pages and provide ongoing updates
- Undertake regular site visits to all host training organisations
- Co-ordinate delivery of induction, maintenance and conservation programmes in coordination with relevant providers
- Manage the project budget, invoicing, trainee payments and HLF draw-downs in conjunction with the NHS-UK Resources Manager and Royal Museums Greenwich finance team

- Organise trainee rotations to other host vessels, including accommodation and travel as required
- Monitor trainee and partner feedback through evaluation forms, compiling and circulating brief monthly reports
- Submit regular project reports to HLF as required and co-ordinate the project evaluation, recruiting an additional consultant for assistance.

About You

- Experience in delivering and organising training or similar HLF projects
- Experience of managing budgets and creating financial reports
- Good presentational skills
- Willingness to travel and work flexible hours as required
- Experience of line-managing staff
- Good understanding of maritime/industrial conservation and/or traditional seamanship

Terms and Conditions

- Salary of £20,293 annually for a 32-hour week, 30 months contract starting in June 2018.
- We don't normally put this on the advert

Timetable

All applications to be submitted by 5pm on XXXX 2018

Interview candidates notified by XXXX 2018

Interviews to be held on XXXX 2018 at Greenwich

How to apply

Further information, job description and application form can be found at [hyperlink](#).

If you have any queries please: email: info@nationalhistoricships.org.uk or call us on 020 [8312 8558](tel:83128558)

Annex E Brief for evaluation consultant

SHIPSHAPE HERITAGE TRAINING PARTNERSHIP (SHTP)

Consultant required for project evaluation

Consultants are invited to tender for evaluating the Shipshape Heritage Training Partnership 2 (SHTP2) project, a Heritage Lottery funded Skills for the Future initiative managed by National Historic Ships UK (NHS-UK).

We are looking for:

a consultant with experience of:

- evaluation reporting in a project environment, ideally within maritime/industrial conservation context
- data gathering / evaluation work on HLF or other grant aided projects
- demonstrable track record and ability to liaise constructively with organisations and individuals
- delivering reports to a clarity of standard that can be widely shared and understood by relevant organisations and audiences

An understanding of the principles of maritime/industrial conservation and the existing skills base in the sector would be an advantage.

The consultant will be expected to familiarise themselves with, and adhere to, guidance on evaluation issued by the Heritage Lottery Fund and make appropriate use of branding and logos. Further information can be found at:

<http://www.hlf.org.uk/preApril2013/furtherresources/Pages/EvaluatingyourHLFproject.aspx>
[x](#)

About the Project

National Historic Ships UK (NHS-UK) holds and maintains the National Register of Historic Vessels listing over 1,200 craft in need of on-going conservation. Many of these vessels remain in operation, yet the traditional skills and techniques of handling and maintaining them are in danger of being lost as those with the knowledge age. SHTP project ran from 2014-2016 offering ten 12-month training placements at five partner sites ranging from Scotland to the West Country. SHTP 2 is again supported by HLF's Skills for the Future programme. Three more partners have now joined offering a more diverse choice of either operational or museum ships. SHTP 2 offers 16 trainee's 12-month training placements with 8 partner's organisations were they will receive on-board specialist training to ensure that the significance of these craft and the ability to operate them safely and effectively is kept alive. The trainees undertake courses in seamanship, a tailored course in historic vessel

maintenance at the International Boatbuilding Training College Lowestoft and if they choose the museum ship keeping/curatorial route a qualification in Conservation of Historic Vessels. Trainees then spend 7 months with their chosen host partner with opportunities to rotate partners during the program.

The partnership

The SHTP2 project is managed by NHS-UK in partnership with the following host vessel organisations: Cutty Sark at Royal Museums Greenwich, The National Museum of the Royal Navy, the Scottish Fisheries Museum; the Excelsior Trust; Trinity Sailing Foundation; Dauntseys School Sailing Club and the Sea-Change Sailing Trust and Pioneer Sailing Trust.

The project has been managed by NHS-UK as lead partner, delivered via the Shipshape Network www.shipshapenetwork.org.uk - a nationwide initiative bringing together historic and high value vessel owners, skilled craftsmen, businesses, heritage organisations, training bodies and all those with an interest in Britain's maritime heritage and ship conservation.

Day-to-day management of the project is by Piran Harte NHS-UK Policy & Project Manager. reporting to NHS-UK Director.

What we need

We are looking for a consultant to objectively evaluate the SHTP2 project throughout, June 2018 –November 2020. Evaluation starts on day one so that the project can benefit from learning and develop its practice: the consultant will be expected to devise an appropriate methodology for measuring success. Mid-term informal evaluations will be required and a written assessment report is required by the end of November 2020. This document will be published online (and possibly in print) to inform the development of future training programmes of this kind.

The key questions to be answered are:

- Is the project meeting people's expectations?
- Is the project successful in meeting the objectives of all those involved?
- What impact has the project had?
- Is there a requirement for a follow-up project and if so, what form should it take?

The evaluation should take into consideration the SHTP2 programme objectives as set by HLF:

- Recruitment of a p/t Project coordinator and 16 trainees split into 2 cohorts, with each cohort undertaking a 11-12 month course in historic vessel maintenance and historic vessel operation or historic vessel conservation and interpretation. The project will target trainees aged between 18 and 30, female applicants and BAME applicants.
- Trainees will spend an initial 3 weeks on induction in Cornwall followed by 6-week period at the International Boatbuilding Training College learning key maintenance skills; Trainees will choose to specialise on either operational or museum vessels, museum ship keeping trainees will complete qualification in Conservation of Historic Vessels. All trainees fill placements with the chosen host partner and rotate in 2 partner organisation placements.
- Trainees will receive the opportunity to acquire further accredited training, including first aid, sea survival, powerboat (level 2), and engine maintenance, alongside professional development including youth work, computer literacy, communication and presentation skills.
- Trainees record the individual progress and skills gained. Trainees will receive a certificate from the NHS on completion and certificates of all formal training received.
- Supervisors from partner organizations will be invited to attend some of the sessions or 'masterclasses' presented during the practical training delivered at IBTC.
- A networking day will be held to mark the end of each intake of trainees, attended by representatives from the sector.
- Trainees will communicate and promote their work through the Shipshape Network, and each partner will set up a regional project page. An online closed forum will be used, and converted to an alumni page post-project. 'Skills mapping' and training models will be published on the NHS website for other schemes to use.

Stakeholders

A number of other stakeholders are involved in the project and their opinions and evidence should be used to evaluate the success of the project in meeting its objectives. They include:

- Trainees (years one and two)
- National Historic Ships UK staff
- Partner staff: managers, trainee supervisors, volunteers and other members of crew
- Royal Museums Greenwich Human Resources team
- Staff at the International Boatbuilding Training College, Lowestoft
- Masterclass trainers
- Staff at the Cremyll sea school
- Trainee mentors
- Heritage Lottery Fund case officer
- PRISM Fund and International Guild of Knot Tyers (match funders)
- Networking Day panel members
- Authors of project training plan

Timetable and deliverables

Key stages to report and evaluate:

June 2018- recruitment phase

Nov 2018 - trainees induction

Jan 2019 - trainees complete formal learning, and start placement with host

June 2019- midpoint review & second cohort recruitment

Oct 2019- first cohort trainees complete

Nov 2019- second cohort trainee's induction

Feb 2020- trainees complete formal learning, and start placement with host

June 2020- midpoint review

Oct 2020- second cohort complete

Nov 2020- evaluation report to be submitted

Dec 2020- project close

A live report evaluating results is required at key points of the project, to coincide with progress reports to HLF. A final draft no later than Friday 20th November 2020 with final report to be submitted by Friday 4th December 2020. The report should be provided as a PDF and Word document, fully formatted (images and logos will be provided).

Budget

The budget for the evaluation is £4000 excluding VAT. Travel expenses to be agreed separately in advance with the Project manager.

How to respond to this invitation to tender

Please email shtp@nationalhistoricships.org.uk with:

- a detailed methodology for undertaking any surveys and research;
- the anticipated number of days required for collecting data, analysing and producing report
- a breakdown of costs into fees, production costs and travel
- details of staff involved in the project, including their relevant experience, daily charging rates and number of days involved;
- a timescale for carrying out the evaluation

Applications must be received before midday on XXXXX. Interviews to be held on XXXXXX Greenwich

The following documents are available on request to applicants:

- HLF Application for this project

- SHTP2 Training Plan
- Further information on the project can be found online at www.shipshapenetwork.org.uk under the regional network pages

Annex F Detailed cost plan

	Totals
Income	
HLF grant	403,700
NHS UK	16,700
Guild of Shipwrights	500
IGKT	4,000
Total Income	424,900
Expenditure	
ACTIVITY COSTS	
New staff costs: project manager	60,000
Training for staff: masterclasses	3,000
Paid training placements	
Trainee Bursary	192,000
Project induction, Plymouth	36,800
IBTC	37,700
Vessel Conservation Course	23,000
Trainee travel	12,000
Staff Travel	4,500
Equipment & materials: tools	7,100
Professional fees: filming	8,500
Total activity costs	384,600
OTHER COSTS	
Recruitment	
Recruitment	5,000
Medical and DBS Checks	1,300
Promotion inc. network days	3,500
Evaluation	4,000
Other costs	
Partner meetings	2,000
Supervisor Briefings	4,000
Full Cost Recovery	18,900
Contingency	1,600
Total other costs	40,300
Total Costs:	424,900

Annex H Risk assessment

Risk	Likelihood	Impact	Mitigation	Who will lead this
Recruitment - difficulties in meeting diversity goals	High	Medium	Advertising strategy specifically to reach BAME groups and women	NHS-UK Policy & Project Manager
Management - trainees drop out of course	Low	High	1. Rigorous interview procedure to recruit committed trainees; 2. Ensure adequate mentoring and other support is available to all trainees	NHS-UK Policy & Project Manager
Management – a significant change in the management of the lead partner or other partner organisations	Medium	Medium	During SHTP1, we demonstrated that we could overcome changes in management to deliver a successful project. As before, the partnership steering group and NHS-UK as lead partner will be ready to support the project in the interim whilst recruiting new staff if any of the project team area lost.	NHS-UK Policy & Project Manager
Sustainability – difficulties in demonstrating that the competency units can be delivered after the close of the project as modular units of learning	Medium	Medium	The SHTP project will support partners to deliver the units and will record by film the skills that are being taught to facilitate future training after the close of the scheme.	NHS-UK Policy & Project Manager
Technical – difficulties in delivering any of the courses with external bodies	Medium	Low	Should any of the courses fail to be delivered, the partner staff has sufficient expertise to be able to deliver many of the skills in-house.	NHS-UK Policy & Project Manager
Economic – an unexpected rise in the cost of courses or equipment	Medium	Low	The maintenance course, induction and historic vessel conservation assessment have all been quoted at fixed rates per trainee and so will not be subject to change. A contingency sum has been put in place to deal with any unexpected additional costs relating to equipment etc.	NHS-UK Policy & Project Manager