

## Appendix 4a: Project Co-ordinator Job Description

### Shipshape Heritage Training Partnership (SHTP)



#### **Job Description: SHTP Project Co-ordinator**

#### **Job Purpose:**

To undertake the overall management of this HLF funded scheme, including daily administration, recruitment, reporting, timetabling and budgeting. To co-ordinate between the five 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 Partnership Steering Group.

#### **Key Responsibilities:**

- Organise recruitment, interviews and appointments of 10 x trainees, working closely with partner organisations
- Manage the tender process when recruiting external skills mapping consultant
- Work with the successful consultant to record skills, develop and publish template training models and an assessment framework in conjunction with the Policy & Project Manager
- Co-ordinate regular meetings of the Partnership Steering Group
- Contribute to design of new web pages and provide ongoing updates
- Undertake regular site visits to all host training organisations
- Organise and manage induction and networking days
- Monitor trainee development and undertake mid-point reviews in conjunction with the trainee supervisors
- Complete trainee individual learning plans in conjunction with trainee supervisors
- Co-ordinate delivery of maintenance course in association with the International Boatbuilding & Training College (IBTC)
- Co-ordinate trainee accommodation and travel requirements
- Manage the project budget, invoicing, trainee payments and HLF draw downs in conjunction with the Office & Web Manager and National Maritime Museum Finance team
- Issue press releases, news items, social media updates and develop promotional literature for the scheme
- Attend conferences, networking days or meetings as required by the project
- Organise trainee rotations to other host vessels and interpretation placement
- Monitor trainee and partner feedback through evaluation forms
- Submit regular project reports to HLF as required and co-ordinate final project evaluation

#### **Qualifications and Experience:**

##### **Essential**

- Degree or equivalent in an appropriate discipline

- High level of computer literacy with experience of Microsoft packages
- Ability to prepare formal reports using Word & Powerpoint
- Ability to work accurately to deadlines
- Experience of managing budgets and creating financial reports in Excel
- Confidence in dealing with external agencies
- Good presentational skills
- Willingness to travel and work flexible hours as required

#### 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 March 2014 to May 2016.

The post holder will work a 24 hour week, days to be agreed. Some overnight travel will be a required element of this job.

**Salary:** £25,000 per annum pro rata

November 2013

#### Appendix 4b: Advert text – Project Co-ordinator



#### SHIPSHAPE HERITAGE TRAINING PARTNERSHIP (SHTP)

**Applications are invited for a part time Project Co-ordinator for the Shipshape Heritage Training Partnership project, a new Heritage Lottery Skills for the Future funded initiative managed by National Historic Ships UK (NHS-UK).** The Project Co-ordinator will undertake the overall management of this HLF funded scheme, including daily administration, recruitment, reporting, timetabling and budgeting and co-ordinate between the five host training sites and International Boatbuilding Training College (IBTC) 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 with the knowledge age. This project provides ten 12-month training placements at five partner sites ranging from Scotland to the West Country and offering on-

board specialist training to ensure the significance of these craft 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 an interpretation placement at the Scottish Fisheries Museum. A skills mapping exercise will provide template training models for the wider sector and an assessment framework for seamanship skills will be developed as a project legacy.

### **What we need**

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

- Organise recruitment, interviews and appointments of 10 x trainees ( 2 x 5 over two years), working closely with partner organisations
- Line manage the trainees, supported by their supervisors and mentors
- Manage the tender process and interviewing procedures when recruiting external skills mapping consultant and work with the successful consultant
- Co-ordinate meetings of the Partnership Steering Group
- Contribute to design of new web pages and provide ongoing updates
- Undertake regular site visits to all host training organisations
- Co-ordinate delivery of maintenance course in association with the IBTC
- Manage the project budget, invoicing, trainee payments and HLF draw-downs in conjunction with the Office & Web Manager and National Maritime Museum Finance team
- Organise trainee rotations to other host vessels and interpretation placement, 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 final project evaluation, recruiting an additional consultant for assistance if necessary.

### **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 £25,000pa pro rata, 24 hours per week, 27 months contract starting March 2014.
- Expenses Allowance – up to £4,000

### **Timetable**

All applications to be submitted by 5pm on XXXX 2014

Interview candidates notified by XXXX 2014

Interviews to be held on XXXX 2014 at Greenwich

## How to apply

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

If you have any queries please contact:

Debbie Williams, Co-ordinator, National Historic Ships UK

Email: [info@nationalhistoricships.org.uk](mailto:info@nationalhistoricships.org.uk)

Tel: 0208 312 8558

## Appendix 4c: Trainee Job Description

### Shipshape Heritage Training Partnership

#### **Job Description: Trainee**

#### **Summary of Training Programme:**

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

The successful trainee will be given opportunities to learn and develop these skills, which will enable them to pursue a career in the historic ships sector. The placements will focus initially on learning key foundation skills needed by anyone seeking a career in sailing vessels up to 24m 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, each trainee will spend time on other historic ships within the partnership through a rotation programme. They will also visit other historic ships while on the conservation/interpretation element of the course.

#### **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 of the host organisation. An appointed mentor will give pastoral support.

#### **Purpose:**

- To work to develop and learn the skills necessary to maintain, operate and interpret 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 Skills Passport to record achievement
- 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, deckwork, vessel handling skills and ongoing ship husbandry
- Taking part in rotation and other activities to gain a rounded experience and understanding of different historic vessels
- Completing the Skills Passport to record achievement
- Completing an individual personal project
- 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 contract from March 2014 to February 2015. Each placement is full time, 52 weeks, working hours to be agreed with placement provider, but not exceeding 48hrs per week average.

Number of days leave: 28 days per annum.

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

Salary: £12,000: trainees are expected to cover their accommodation costs from this bursary. Trainees will also be subject to auto-enrolment on the Government Pension scheme.

Date of Interviews – XX February 2014, St Katharine's Dock, London

### **Programme Outline**

The placements cover 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 initial induction to the course and first session in vessel maintenance at IBTC March- mid April 2014 (six weeks)
- First period spent on host vessels, sailing and learning to handle historic vessels, mid April- late May
- Two rotations to other historic vessels in the programme, late May to late June
- Second period on host vessels, late June to late October
- Second session training in vessel maintenance at IBTC, late October to late November (four weeks)
- Principles of conservation and interpretation, late November to mid December (four weeks)
- Two week break over Christmas
- Third session with host vessel to assist with winter refit, January to February

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 vessels to gain an in-depth understanding of running 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 rigs.

All placements will cover the following key areas:

- Developing the core skills and aptitudes as outlined in the Job Description and in the individual Passports
- 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 a conservation and interpretation module at Anstruther including weekly day trips to other conservation projects, historic vessels, museums or traditional yards
- 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 etc
- Completing a personal project, which could include: vessel research, writing a maintenance, conservation or education plan, building a model boat, creating a knot board, or developing a portfolio of photography or artwork
- Networking opportunities, particularly through the Networking Day and contact with pastoral mentors
- 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 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 two ships chartered by the Trust - *Reminder* is one of the last steel-hulled Thames spritsail barges and *Cambria* is a wooden Thames sailing barge
- 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 two barges 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 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 either *Reminder* or *Cambria*.

**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 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 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
- Evening and weekend sailing with members of the local Old Gaffers Association
- 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 January.

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.

#### Appendix 4d: Advert text – Trainees

##### **SHORT TEXT FOR WEB-BASED ADVERT, LINKING TO TEXT BELOW ON NHS-UK, NMM OR PARTNERS' WEBSITES**

##### **Skills for the Future: Shipshape Heritage Training Partnership**

**Fixed Term Traineeships for 12 Months, starting March 2014**

**Salary £12,000 per annum**

Applications are invited for one of five traineeships on the Shipshape Heritage Training Partnership (SHTP) project, managed by National Historic Ships UK. The placements will be based at five different locations throughout the UK, delivering skills in maintaining, operating and interpreting 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. For further information or to apply please visit [\*hyperlink to website\*](#)

##### **TEXT FOR WEBSITE**

##### **Skills for the Future: Shipshape Heritage Training Partnership**

**Fixed Term Traineeships for 12 Months, starting March 2014**

**Salary £12,000 per annum**

Applications are invited for one of five traineeships on the Shipshape Heritage Training Partnership (SHTP) project, managed by National Historic Ships UK. The placements will be based at five different locations throughout the UK, delivering skills in maintaining, operating and interpreting 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. Five further traineeships will be available from February 2015.

Successful applicants will be placed with one of the partner organisations based in Anstruther, Brixham, Essex, Lowestoft 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 two periods of practical study at the International Boatbuilding Training College in Lowestoft, Suffolk, and four weeks studying conservation and interpretation principles at the Scottish Fisheries Museum, Anstruther, Fife. 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 set out in the form of a training passport of skills which can be shown to prospective employers as well as being a personal record reflecting what each trainee has achieved.

Although the five traineeships all cover the essential skills needed for a career in the historic ships 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.**

#### Appendix 4e: Trainee Application Form

##### **Confidential: Application For Employment**

Post applied for	Shipshape Heritage Training Project Trainee		
Job Ref No (if known)		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 No preference		

Thank you for your interest in the SHTP project, managed by National Historic Ships UK.

Please complete this form and return to:

**Human Resources, National Maritime Museum, Park Row, Greenwich, London, SE10 9NF**  
 or [recruitment@rmg.co.uk](mailto: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**

<b>Title</b> Mr/Mrs/Miss/Ms/Dr	<b>Forenames</b>	<b>Surname</b>
<b>Previous Surnames (if applicable)</b>		
<b>National Insurance Number</b>		
<b>Address</b>	<b>Contact Telephone Numbers</b>	
	<b>Home:</b>	
	<b>Work:</b>	
	<b>We may need to contact you during office hours (with discretion)</b>	
<b>Postcode</b>	<b>Mobile:</b>	
	<b>Email:</b>	

**Education, qualifications and training**

Include qualifications obtained and any other training courses attended

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

**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**

<b>Employer</b>	<b>Job Title</b>
<b>Date from</b> (month, year)	<b>Salary and benefits</b>
<b>Date to</b> (month, year)	
<b>Summary of duties</b>	
<b>Reason for leaving</b>	

**Previous Employment** (please continue on a separate sheet if necessary)

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

--	--	--

**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). **Please complete this section in your own handwriting.**

--

**References**

Please give details of two referees who are able to comment on your work ability. 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.

<p><b>Name of Referee</b></p> <p><b>Employer's name and address</b></p>    <p><b>Postcode</b></p> <p><b>Telephone</b></p> <p><b>Fax</b></p> <p><b>Email</b></p>	<p><b>Name of Referee</b></p> <p><b>Employer's name and address</b></p>    <p><b>Postcode</b></p> <p><b>Telephone</b></p> <p><b>Fax</b></p> <p><b>Email</b></p>
---	---

<p><b>Relationship of referee to you</b></p> <p>May we contact this referee before interview?</p> <p><b>Yes/No</b></p>	<p><b>Relationship of referee to you</b></p> <p>May we contact this referee before interview?</p> <p><b>Yes/No</b></p>
---	---

**Criminal Records/Convictions**

Offers of employment 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.

<p>Do you have any criminal convictions you need to disclose? <b>Yes /No</b> * (please delete)</p>   <p>If yes, please disclose details</p>
--

**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 at the beginning of March, 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.

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 dismissal. 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
--------	------

**Appendix 4f: Short-listing criteria**

**Marking Scale for Recruitment Candidate Shortlisting based on ability to meet ‘essential’ criteria as set out in the Job Description**

0 - Unacceptable: Falls short of the requirements for the role; needs to develop all areas.

1 - Below Standard: Falls short of some of the requirements for the role; needs to develop most areas.

2 - Meets Standard: Meets the requirements for the role; some further development needed.

3 - Exceeds Standard: Meets most requirements for the role; little further development needed

4 - Exceptional: Exceeds all requirements for the role; no further development needed.



## Appendix 4g: Skills Mapping Consultant Brief

### **SHIPSHAPE HERITAGE TRAINING PARTNERSHIP (SHTP)**

#### **Brief for Skills Mapping Exercise**

##### **Introduction**

A partnership, led by National Historic Ships UK (NHS-UK), has been formed with five vessel owning organisations (The Scottish Fisheries Museum, Trinity Sailing Foundation, Dauntseys School Sailing Club, Excelsior Trust and Sea-Change Trust) to manage a training scheme under the Heritage Lottery Fund's 'Skills for the Future' programme. The project aims to regenerate skills relating to historic vessel conservation & interpretation, maintenance and operation through 10 twelve-month placements and a skills mapping exercise. There will be 5 trainees a year, each based at one of the partner sites.

A skills passport has been worked up for the trainees to focus their training with their supervisor and record the range and level of skills they have attained. As legacy for the scheme, skills being learnt by the trainees will be observed, recorded and honed to form the basis for traditional seamanship skills training in the future.

To achieve this, money has been allocated to employ an expert to observe, record and collate the content of the programme to be written up and published on the NHS-UK website as a project legacy and template training model for other historic vessels to follow. This work will also be used to form the basis for an assessment framework in handling vessels with specialist rigs and to underpin further discussions with the Royal Yachting Association (RYA) and other accreditation bodies about the potential for this to be implemented at a national level.

##### **Brief Overview**

This brief is for a consultant to work with a small team from NHS- UK and the SHTP project partners from April 2014 until March 2016 to map the skills being learnt by the trainees. This will involve:

- visiting the partners and trainees at regular intervals over the course of the scheme
- collating and recording the skills that the trainees are being taught in all three spheres – operation, maintenance and interpretation
- recording conservation skills at each site in a form that can be used by the partners to underpin the development of vessel conservation management plans
- comparing the skills being learnt in practice to those identified in previous skills shortages exercises
- regular reporting to the SHTP partnership steering group
- writing a report to be published (online) which will use the five training sites as exemplars to provide template training models that other vessel owners can adopt
- using the information to develop an assessment framework for operational skills (handling vessels with specialist rigs), forming the basis for further discussions with the Royal Yachting Association (RYA) about delivery at a national level

##### **Timetable for the training programme:**

Phase One:

First intake of trainees March 2014- February 2015

Phase Two:

Second intake of trainees February 2015- January 2016

Although trainees will be based with their host partners for most of the year, the programme consists of a number of seasonal elements:

- An initial induction to the course and first session in vessel maintenance at the International Boatbuilding Training College (IBTC) in Lowestoft March to mid April 2014 (six weeks)
- First period spent on host vessels, sailing and learning to handle historic vessels, mid March to late May
- Two rotations to other historic vessels in the programme, late May to late June
- Second period on host vessels, late June to late October
- Second session training in vessel maintenance at IBTC, late October to late November (four weeks)
- Principles of conservation and interpretation, late November to mid December (four weeks)
- Two week break over Christmas
- Third session with host vessel to assist with winter refit, January to February

Although an average of two days a month for 24 months has been allowed to achieve this skills mapping exercise, it is expected that the visits to partners will be arranged to fit round and benefit from the above timetable within the scope of the available budgets.

#### **Deadline**

The final report should be completed by the end of March 2016 to allow for feedback and comment from NHS-UK, partners and industry experts before publication online in late April 2016. The final report will also contribute towards the evaluation of the SHTP project for HLF, due May 2016.

#### **Professional Fees**

A budget of £20,000, including expenses and VAT, has been allocated for the skills mapping exercise.

### **Appendix 4h: Advert Text – Skills Mapping Consultant**

#### **SHIPSHAPE HERITAGE TRAINING PARTNERSHIP (SHTP)**

**Applications are invited for a skills mapping expert for the Shipshape Heritage Training Partnership project, a new Heritage Lottery Skills for the Future funded initiative managed by National Historic Ships UK (NHS-UK).**

The Shipshape Heritage Training Partnership (SHTP) has been awarded an HLF grant of £261,100 for this project which aims to develop the skills of conserving, maintaining and operating historic vessels. NHS-UK is now seeking an experienced skills mapping consultant to collate and record the skills being learnt by the trainees to form the basis for traditional seamanship skills training in the future.

#### **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 with the knowledge age. This project provides ten 12-month training placements at five partner sites ranging from Scotland to the West Country and offering 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 will also undertake a tailored course in historic vessel maintenance at the International Boatbuilding Training College and an interpretation placement at the Scottish Fisheries Museum. The skills mapping exercise will provide template training models for the wider sector and an assessment framework for seamanship skills will be developed as a project legacy.

### **The Partnership**

The SHTP project is managed by NHS-UK in partnership with: the Scottish Fisheries Museum; the Excelsior Trust; Trinity Sailing Foundation; Dauntseys School Sailing Club and the Sea-Change Sailing Trust.

The project will be managed by NHS-UK as lead partner, delivered via the Shipshape Network [www.shipshapenetwork.org.uk](http://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.

### **What we need**

NHS-UK is advertising for a Skills Mapping consultant to:

- visit the partners and trainees
- collate and record the skills that the trainees are being taught in all three spheres – operation, maintenance and interpretation
- compare the skills being learnt in practice to those identified in previous skills shortages exercises
- report regularly to the partnership steering group
- write a report to be published (online) which will provide template training models that other vessel owners can adopt
- use the information to develop an assessment framework for operational skills (handling vessels with specialist rigs), forming the basis for further discussions with the Royal Yachting Association (RYA) about delivery at a national level

### **Deadline**

The final report should be completed by the end of March 2016 to allow for feedback and comment from NHS-UK, partners and industry experts before publication online in late April 2016. The final report will also contribute towards the evaluation of the SHTP project for HLF, due in May 2016.

### **Professional Fees**

A budget of £20,000, including expenses and VAT, has been allocated for the skills mapping exercise.

### **About You**

- Experience of carrying out audit & survey work, recording or mapping exercises in the form of published reports
- Knowledge of the maritime heritage or traditional seamanship sector (desirable)
- Good research and communication skills

## Timetable

All applications to be submitted by 5pm on Monday 24 February 2014

Interview candidates notified by Monday 10 March 2014

Interviews to be held on xx March 2014 at Greenwich

## How to apply

For further information and a brief please contact:

Debbie Williams, Co-ordinator, National Historic Ships UK

Email: [info@nationalhistoricships.org.uk](mailto:info@nationalhistoricships.org.uk)

Tel: 0208 312 8558

Applicants should submit a CV including details of 2 relevant referees and an accompanying proposal outlining:

- Your past experience of working on surveys, recording or mapping exercises
- Your knowledge of the maritime heritage or traditional seamanship sector (if applicable)
- A work plan indicating how you would approach the recording exercise and allocate your time within the budget constraints to ensure you gain the necessary information from all trainees and partners

Any applications received after the closing date of Monday 24 February 2014 will not be considered.

## Appendix 4i: Partnership Agreement

### Shipshape Heritage Training Partnership Project

#### Partnership Agreement

#### Shipshape Heritage Training Partnership (SHTP) Project

This Partnership Agreement was formalised on **xx January 2014** as a continuation of the signed Statement of Intent, published on 31 January 2013, 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

#### Duration

This Partnership Agreement shall be active from the date of signature until 31 May 2016 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 ten 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 development of an assessment framework for traditional seamanship skills

**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 SHTP 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
- 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: Hannah Cunliffe, Policy & Project Manager

Address: Park Row, Greenwich SE10 9NF

Tel: 0208 312 858

Email: [Hannah.cunliffe@nationalhistoricships.org.uk](mailto:Hannah.cunliffe@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](mailto: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](mailto:toby@trinitysailing.org)

● **The Scottish Fisheries Museum Trust**

Key Contact: Robert Prescott, Vice-President  
Address: St Ayles, Harbourhead, Anstruther, Fife, KY10 3AB  
Tel: 01333-311806  
Email: [rgwp@st-andrews.ac.uk](mailto:rgwp@st-andrews.ac.uk)

● **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](mailto: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](mailto:Richard@seachangesailingtrust.org.uk)

**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: .....

**Appendix 4j: Shipshape 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. Salary Payments .....

**Appendix Sample Health and Safety form**

1. Purpose of the Agreement

The purpose of this learning 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 (SHTP).

**Aim of the Scheme**

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

- train five people a year for two years in the skills required to maintain, operate and interpret historic sailing vessels;
- furnish those trainees with an objective and monitored set of learning objectives;
- provide template training models for the wider sector and 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 (mid-February 2014 – end January 2016).

Each placement in year 1 lasts from mid-February 2014 – mid-February 2015  
Each placement in year 2 lasts from 1<sup>st</sup> February 2015 – 31<sup>st</sup> January 2016

**Trainee Criteria**

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

**Definitions**

**Shipshape Heritage Training Partnership (SHTP)** – the partnership formed to manage the project with NHS-UK as lead partner, employment body via the National Maritime Museum, and HLF applicant

**Partners / Placement Providers**– the five organisations providing agreed opportunities for placement learning under the SHTP Scheme

**Trainee** – Contract employee of NHS-UK via the National Maritime Museum 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 SHTP steering group) responsible for all liaison, supervision and administration of the scheme, and formal line 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** – The nominated person for each trainee checking 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

**Passport** – as the training is neither linear, not in a classroom, the areas and subjects for training are arranged in a passport to ensure that the supervisor and trainee can address and monitor progress in all areas outlined in the SHTP

training plan over the course of the year. It is the joint responsibility of the trainee and the supervisor to ensure that the training areas contained within the passport are systematically addressed and progress is recorded and reported to the Co-ordinator.

## 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/employment of all Trainees as it does to any other employee or potential employee.

All Placement Providers should have an Equal Opportunities policy statement

### Inductions

Initial Induction for trainees will be during the first period of maintenance training to be held at IBTC in Lowestoft. 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 SHTP, National Maritime Museum and the course. They will be instructed on use of the Passport, 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 proscribed in the SHTP training plan and blocked out for assessment and evaluation in the training **passport**, which will be maintained by the trainee, in conjunction with the supervisor and reported monthly to the Co-ordinator.

The training **passport** is to aid all those providing, supporting and supervising the training of the Trainee, and the Trainee themselves to ensure a focused placement.

It is the responsibility of the supervisor to ensure that the passport is completed and progress is reported 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 the HLF contract.

**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 passport outlines 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 IBTC Lowestoft and in Scottish Fisheries Museum Anstruther 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. The placement Supervisor must understand the objectives and learning outcomes of the Placement.

IBTC, Anstruther 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
- Attend Partnership Steering Group Meetings
- Provide/organise the Induction at the start of the placement
- Provide day to day supervision of trainees
- Give monthly feedback to the SHTP Coordinator
- Take joint responsibility with the trainee to address all areas of the training passport – ensuring as complete a training as possible, including practising of skills learnt at IBTC.
- Explain the 'behind the scenes' elements of running an historic vessel, including business plans, fundraising, publicity, volunteer management etc
- Discuss, agree and supervise the personal project
- 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
- HLF's consultant evaluator
- Consultant undertaking scheme's mapping exercise
- Others as nominated by the above

#### 4. Salary 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.

If paying for a berth, the partner organisation will charge a fixed cost of £10 per night per trainee to cover food and sleeping arrangements.

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;
- Number of days leave: 28 days per annum, inclusive of Bank Holidays. The leave year begins 1<sup>st</sup> February to 31<sup>st</sup> January.

The programme shows two weeks leave over the Christmas/New Year period for all trainees.

Sick pay/leave:

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 NMM.

- Discipline and grievance procedures:  
Section 4 of the NMM'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 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' 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 on [date] between National Historic Ships - UK**

**Signed:** .....

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

**Print Name:** Hannah Cunliffe

**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:** .....

**Appendix: 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)  
– see below

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)

c) 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 students? Yes/No (delete as applicable)

d) Will you report to the Training Co-ordinator any sickness involving placement students 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: \_\_\_\_\_

**Appendix 4K: Trainee Agreement**

**AGREEMENT BETWEEN NATIONAL HISTORIC SHIPS UK & SHTP TRAINEE**

**CONTENTS**

- Terms of employment
- 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<sup>1</sup> and the SHTP Trainee selected for a placement with .....(enter Host organisation's name).**

## **1 Terms of Employment**

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 DBS<sup>2</sup> 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 (see appendix) 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 salary should the trainee leave before the end of the placement, for whatever reason. Where necessary, recovery of the salary shall be on a pro-rata basis for each week remaining of the placement,

A salary of £12,000pa will be paid by Royal Museums Greenwich 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.

If paying for a berth, the partner organisation will charge a fixed cost of £10 per night per trainee to cover food and sleeping arrangements.

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;
- Number of days leave: 28 days per annum.

---

<sup>1</sup> National Historic Ships UK is the lead partner on the Shipshape Heritage Training Partnership project, operating via a service level agreement with Royal Museums Greenwich

<sup>2</sup> <https://www.gov.uk/disclosure-barring-service-check/overview>

Annual leave must be taken with the approval of the Supervisor and Training Co-ordinator and is always subject to operational requirements.

The programme shows two weeks leave over the Christmas/New Year period for all trainees.

Sick pay/leave:

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.

## 2 Outline of the SHTP training programme

Outline of the training programme:

March-April	International Boatbuilding Training College, Lowestoft
April – June	Host organisation
June	Rotation to other vessels
July – mid October	Host organisation
October – mid Nov	IBTC
November – Dec	Scottish Fisheries Museum, Anstruther
Christmas/New Year	Leave
January -February	Host organisation

Induction to the course will be given at the initial session in Lowestoft; 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 Lowestoft, Anstruther, with host organisations or on rotation) trainees will be prepared to act as ambassador for the SHTP, whilst talking to agencies, HLF, RMG representatives or the public.

Students will receive instruction and accreditation for key generic skills as outlined in the passport.

The passport notes will serve as transferable certification of skills attainment and improvement and as a record of competencies achieved during the training programme.

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 passport 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.

The personal project will be discussed with the supervisor from the outset, agreed at mid-term review and delivered during January at the latest.

### **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 interpreting historic vessels according to the aspirations outlined in the SHTP course description.

The principal record of the training programme will be the filled-in training passport wherein training areas are identified, achievement and progress are noted and excellence is recorded. This passport will act as permanent certification of achievement for sharing with future employers.

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 and be prepared to publicise the programme on the Shipshape website.

### **4 Grievance and termination process**

The Shipshape Heritage Training Project is limited to an intake of five people per year for 2 years with the aim of ten 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:

1. They assume themselves to be fit to MCA – ML5 standard and
2. 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.

Each trainee will be allocated a mentor 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 NMM'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,

(2) National Historic Ships UK

Signed: .....

Duly authorised to sign for and on behalf of:

Print Name: Hannah Cunliffe

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

Date:.....

(3) [*Insert name of Trainee*] "Trainee"

Signed: .....

Print Name: .....

Date:.....

**Appendix – Extract from MCA Medical Fitness Requirements**

**What are the most important conditions which may affect my fitness?**

***The standards for the ENG1 are based on international guidelines (World Health Organisation/International Labour Organisation).***

The medical standards used for fitness decisions based on ML5 forms are the same as those used for the ENG 1 medical. However some which are irrelevant or less relevant to UK inland and near coastal waters are not applied. The assessment system for the ML5 is based on that used for commercial driving but with the added consideration of colour vision (for interpreting navigation lights), the effects of sudden immersion in water, and the need to assist passengers or other crew members in an emergency.

- coronary thrombosis (heart attack)
- problems with heart rhythm
- some forms of heart surgery
- diseases of the heart or arteries
- lung disease causing shortness of breath
- diabetes treated with insulin
- stroke
- unexplained loss of consciousness
- epilepsy
- severe head injury or major brain surgery
- treatment for a mental or nervous problem
- alcohol or drug addiction problems
- severe deafness or difficulty communicating by radio/telephone
- eyesight or colour vision that does not meet standards
- transplants of kidney, heart etc; joint replacements; limb prostheses
- other conditions which can lead to sudden incapacity
- other conditions which put you at increased risk of becoming ill while in charge of the vessel/remote from assistance
- conditions which limit mobility and stamina both under normal and emergency conditions
- medication which has side effects which reduce performance or alertness or which can cause complications while in charge of the vessel