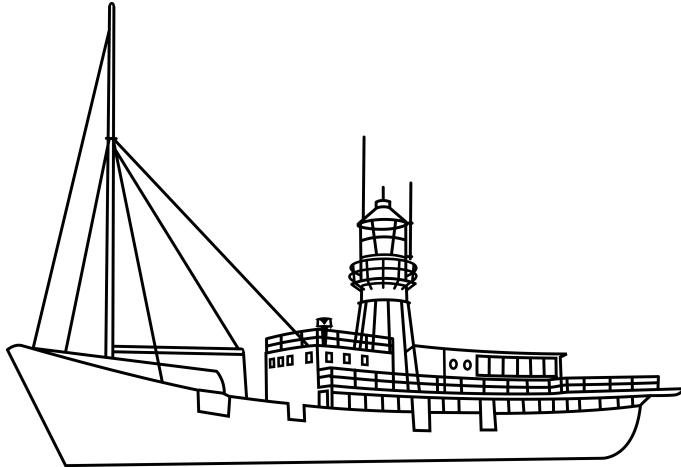


Could **you** fit in to a gap-year **adventure** at Fellowship Afloat?



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Fellowship Afloat Charitable Trust
Tollesbury, Essex

Who are we?

Fellowship Afloat Charitable Trust is a community of Christians who welcome visitors to its residential centre (a big red ship called "*Trinity*"), permanently moored on the East Coast of Essex.

Our main activities are dinghy sailing and power boating; we also do archery, climbing and team building exercises, plus village and environmental studies for school groups.

We serve children and young people from youth clubs, churches and schools and we have a commitment to people with disabilities and special needs.

We use our amazing Centre to share the Good News that Jesus brought to the world – every single one of the staff team engages in this task.

Every September we appoint a team of gap-year staff, who serve for a year; we also take on an additional summer team in March, who serve for six months.

The following information provides details about the gap-year opportunities that we have available every year.

Person specification (for all gap-year people)

- You must be warm and welcoming and take pleasure in seeing others succeed;
- Christian faith sharing is everyone's responsibility – your faith therefore needs to be naturally evident and something you're keen to work on during your stay;
- You need to enjoy the teaching and mentoring of others – it's always better to admit that you don't know how to do something.
- Centre instructors must have some activity / sports experience, and be prepared to fast track RYA dinghy sailing training.
- There are no special administration or cooking skills necessary for the galley or office except lots of energy and a methodical way of doing things;

Terms & conditions (for all gap-year places)

Allowance: £160.00 per month.

Accommodation: We provide free board and accommodation.

Hours of Work: 40 hours per week.
Note: Residential and seasonal work demands a high degree of flexibility; this will be discussed in detail at interview.

Time Off: 2 days per week.

Holiday: 5 days for every 3 months of service completed.

We provide:

- Opportunity for you to increase skills and qualifications;
- Travel assistance for home visits;
- Personal safety and protective gear for the job.
- A chance to develop personal faith through serving others.

Start Dates & Periods:

- September for 12 months
- March for 6 months

Centre instructor (gap-year) job specification

Responsible to: Chief Executive / Chief instructor

Responsible for: Volunteers enlisted to assist

Summary: To assist and support the instructor in the running of water and other activities while playing a full part in the community of faith and service.

Principal tasks:

1. To play a full part, by work and example, in the community of service and faith that enables the Fellowship to achieve its spiritual aims.
2. To provide sailing and general activity instruction for visitors as directed by the Chief instructor & Chief Executive (CE).
3. To provide guidance and supervision to voluntary instructors.

4. To ensure that the Centre's boats, activity equipment and safety gear are in good order as directed by the Chief instructor.
5. To carry out day-to-day maintenance and minor repairs to the Centre's boats and equipment.
6. To assist with repair and refurbishment programmes, e.g. winter maintenance and special projects.
7. To assist with welcoming guests.
8. To assist with the guidance and direction of guest activity and behaviour especially in relation to onboard safety and good order.
9. To play a full part in the Trust's work, between activity sessions, e.g. in other group activities, spiritual programme, cleaning and maintenance tasks, general support duties – in consultation with the Chief instructor and CE.

Assistant cook (gap-year) job specification

Responsible to: Chef

Responsible for: Volunteers enlisted to assist

Summary: To assist and support the Chef to provide catering services, while playing a full part in the community of faith and service.

Principal tasks:

1. To play a full part, by work and example, in the community of service and faith that enables the Fellowship to achieve its spiritual aims.
2. To provide catering services for guests and staff during their stay, within the agreed quantity, quality and budget targets as directed by the Chef.
3. To provide a good variety of meals, nutritionally balanced and attractively presented.
4. To support the Chef in the recruitment, supervision and training of volunteer cooks.
5. To play a full part in the ordering and stocking of provisions.
6. To share responsibility with the Chef that the Centre's food storage, preparation, cooking, presentation and disposal conform with best practices and the requirements of the Food Hygiene Act.
7. To share and ensure that the galley plays a leading role in the Centre's welcoming / hospitality function.
8. To contribute to general domestic and maintenance work.
9. To play a full part in the Trust's work when catering tasks are completed – e.g. in group activities, spiritual programme, general support duties – in consultation with and under the direction of the Chef and Chief Executive (CE).

Administration Assistant (gap-year/2 yr post) job specification

Responsible to: Chief Executive & Administrator

Summary: To assist and support the Administrator in a wide range of office duties, and have primary contact with guests and enquiries,

Principal tasks:

1. To play a full part, by work and example, in the community of service and faith that enables the Fellowship to achieve its spiritual aims.
2. To have high attention to detail and flexibility with the operation of good and efficient office practice.
3. To provide administrative duties for bookings, to the Administrator and other staff. Also when required to the Chief Executive.
4. To carry out day-to-day duties such as receiving deliveries and organisation and distribution of the post. Logging of monies received for both FACT and TSL. Ensuring the office remain presentable and tidy.
5. To be the first point of contact for many guests through good inter-personal and verbal communication whether while answering the telephone or greeting visitors in the office.
6. To be proficient with basic PC-based book keeping as well as word processing and spreadsheet production. There will also be some use of design programmes such as Serif Page plus for FACT publications and Mailchimp for mailings.
7. To play a full part in the ordering and stocking of office supplies and literature.
8. To play a vital role in a busy and lively office. As well as getting alongside groups and guests at mealtimes and contributing to the community life onboard.

What next?

Feel welcome to make contact with Fellowship Afloat and chat your plans through; you may like to arrange a visit to see our Centre. The next stage would be to complete an Application Form, which would lead on to an interview.

Fellowship Afloat Charitable Trust

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